



First Year Commission, University of Waterloo, Student Life Centre, Room 1102, 200  
University Avenue West, Waterloo, ON, Canada N2L 3G1

The First Year Commission, Federation of Students is seeking a **Chief Engagement Officer** to join our team! This is an eight-month volunteer position (September 2012-April 2013).

## Description

We are looking for an enthusiastic team-player with excellent leadership potential to enhance the day-to-day operations of the First Year Commission. You are a passionate catalyst who understands what it takes to take a team to the next level. You thrive on managing multiple responsibilities and you take initiatives to ensure that any team you are on achieves interdependent success. You want to be challenged in your work and use your experiences to build a fabulous resume.

### As our Chief Engagement Officer, you will:

- Proactively address concerns and issues to do with people and team morale (Always)
- Spearhead a culture of recognition amongst the FYC team members (Always)
- Network and create strong partnerships between the FYC and campus partners (30-40%)
- Plan, coordinate, and lead team-building events (30%)
- Develop and manage the performance appraisal process within the FYC (15-20%)
- Manage the recruiting process from end-to-end (5-10%)
- Be the First Year Commissioner's second-in-command (5-10%)

### As our Chief Engagement Officer, you:

- Have a background in human resources and/or experience being a FOC, residence life staff, or other campus leader
- Are a self-starter and able to complete tasks with little supervision
- Have excellent verbal and written communication skills
- Have strong attention to detail and are extremely organized
- Have thorough knowledge of Microsoft Word and Powerpoint
- Hold yourself accountable and take ownership of your responsibilities
- Are an aggressive learner and impressive doer

**Applications will close on September 21.**

*Please submit your application via email: [gswang@uwaterloo.ca](mailto:gswang@uwaterloo.ca)*  
Only qualified candidates will be contacted directly.