

Orientation Team Member Position Description 2026-2027

Position Title:	Orientation Team Member
Department:	SJU Student Affairs
Reports to:	Residence & Community Life Assistant
Contract Period:	February 2026 to September 2026
Hours:	February – April 2026: 2-5 hours per week (Option for remote availability) Full Availability during O-Week (September 5, 2026, to September 11, 2026) (MUST be available in-person)
Compensation:	Meal plan at St. Jerome's from September 5, 2026, to September 11, 2026 (<i>if applicable</i>)

General Accountability

The St. Jerome's Orientation Team (O-Team) is accountable to the Residence and Community Life Assistant, Student Affairs, and ultimately St. Jerome's University. The O-Team is comprised of undergraduate students who will make up multiple sub-teams responsible for various programming during Orientation Week.

Nature and Scope

St. Jerome's University welcomes 500+ incoming students each year. The O-Team is responsible for ensuring that Orientation programming reflects the mission and values of St. Jerome's and Student Affairs and is focused on providing a comprehensive, intentional, holistic transition to university life for all incoming students. The O-Team will design and execute programming that is complementary to the new student transition initiatives that are facilitated by the University of Waterloo and Waterloo Undergraduate Students Association.

An Orientation Team Member (OTM) works collaboratively with the Orientation Coordinators (OC), SJU Orientation Team (O-Team), and the Residence and Community Life Assistant (RCLA) to facilitate the participation of St. Jerome's University within the University of Waterloo's Fall Orientation.

From February to April 2026, the incumbent(s) will be responsible for working with the SJU O-Team to plan Orientation programming for all Fall 2026 all incoming SJU students. This work can be done in person or online in collaboration with the SJU Orientation Team. During Fall Orientation Week, the incumbent(s) will be responsible for the implementation of SJU Orientation initiatives. The incumbent(s) must be in-person for Fall 2026 Orientation Week. Tentative dates are September 5, 2026, to September 11, 2026.

Through the planning and execution of Orientation programming, the SJU O-Team supports the Student Affairs program's learning goals of self-understanding, community, dignity of all, purpose, reflection and meaning making.

Contract Period

The O-Team Member contract period is effective from February 8, 2026, to September 30, 2026.

All Orientation Team Members must complete the online and in-person components of the onboarding process. Following offers of employment, any behaviour that is contrary to the expected conduct of any Student Affairs staff members will result in an immediate review of your employment offer.

Roles and Responsibilities

1. General

- Collaborate with the SJU Orientation Team to create diverse, interest-based social and academic programming which reflects the learning goals outlined by Student Affairs and St. Jerome's mission and vision for SJU Orientation Week.
- Winter 2026 – attend regular meetings with Orientation Sub-team.
- Spring 2025 – complete administrative tasks
- Fall 2026 – facilitate Orientation programs with SJU O-Team.

2. Leadership

- Manage schedule to ensure academic and personal needs are balanced with the OTM role.

3. Community Development

- Be a positive representation of and be committed to the goals of St. Jerome's and Waterloo Orientation including but not limited to; practicing professionalism, maintaining confidentiality, acting as a role model for peers and new students, and embodying the values of St. Jerome's.
- Promote the "spirit" of and pride for St. Jerome's University to students in the SJU community.

4. Collaboration and Communication

- Collaborate with SJU O-Team to complete administrative tasks in a timely manner, including but not limited to, creating event action plans, developing and adhering to a budget, reporting event evaluations.
- Effectively communicate and collaborate with others, including, but not limited to; staff members, other members on the Orientation Team, campus partners, and external stakeholders.
- Liaise with the University of Waterloo's Arts O-Team for planning and execution of high-risk programming.
- Liaise with key stakeholders including, but not limited to, catering, facilities, IT, event vendors, student leaders, staff and faculty.

Qualifications

- Must be enrolled as a full-time undergraduate student at the University of Waterloo for the contract term.
- Demonstrated positive contribution to community at St. Jerome's University, University of Waterloo, Conrad Grebel University College, Renison University College, or United College.
- Capacity to excel independently as well as a member of a team.
- Strong desire to work in a team environment within the St. Jerome's community.
- Prior campus involvement with orientation activities is an asset. Knowledge of first-year student experience and first-year students' needs is an asset. Experience having planned and executed events is an asset.

Conditions of Employment

This is a part-time, volunteer position, and the hours are expected to be flexible and correspond with the happenings of student life and the residence community.

To be considered for this role, candidates must be making satisfactory progress toward the completion of their degree. Additionally, candidates should not have serious incidents or allegations of misconduct as assessed by their Associate Dean.

Please note that minor infractions will not automatically exclude a candidate from consideration. Each candidate is assessed on an individual basis.

Co-op / Field Placement Information

Should you be enrolled in the co-operative education program or in a course requiring a field placement that will take place during your employment with Student Affairs, you must make that apparent to the Residence & Community Life Assistant (RCLA). There are additional requirements that co-op students must follow should they hold a position within Student Affairs which can be provided upon successful hiring.

Important Dates

Orientation Team Members are required to be present and attend all the important dates listed below for their contract period. These dates are subject to change and do not capture the entirety of the role.

Onboarding Welcome Day	February 8, 2026
Administrative tasks	Spring 2026
Fall Residence Move-in	September 5, 2026
Fall Orientation Week	September 5, 2026, to September 11, 2026

Please note that these dates are subject to change. If changes are required, you will be notified in a timely manner.