

Student Orientation Program Assistant

Position Type:	Student Worker
Term:	May 2025 to April, 2026, (approximately 15 hours per week)
Direct Supervisor:	Sarah Gabor-Martinez, Student Transition & Engagement Coordinator
Wage:	\$17.40 (minimum wage), per hour plus 10% in lieu of vacation & benefits

STUDENT ORIENTATION PROGRAM

UFV's Student Orientation program is an institution-wide program co-ordinated by the Student Experience Office, and made possible through the collaborative, interdepartmental efforts of many UFV staff, faculty, and students. The target audience of this program is students entering in their first semester of studies at UFV. The goal of this program is to ensure that all UFV students feel welcome and connected to the UFV community, and know how to access the information and resources that will support their personal, professional, and academic growth and success throughout their studies at UFV. With a strong commitment to equity, diversity, and inclusion, the Orientation planning team strives to create a positive and inclusive orientation experience for all program participants and contributors.

Orientation programming takes place in the form of synchronous and asynchronous online, hybrid, and in-person activities for student connection and preparation including but not limited to: campus wayfinding tours, an in-person event on the first day of each semester called Day ONE, a non-credit, online informational course called Smart Start, and workshops and activities hosted by various departments as a part of Welcome Weeks at the start of the semester.

PRIMARY ROLE

As a member of the Student Experience team, the Student Orientation Program Assistant (OA) will provide an essential student perspective during the planning and execution of Orientation programming. Working closely with the Orientation program co-ordinator, and guided by the UFV Orientation strategic plan, the OA will help design and deliver engaging, student-focused synchronous and asynchronous online and in-person orientation programming for students enrolled for the Fall, Winter, and Summer semesters of the upcoming academic year. The OA will also be responsible for the day-to-day facilitation of the Student Ambassador program, including assisting with the recruitment, selection, training, and mentoring of student orientation volunteers.

RESPONSIBILITIES

- Research best practices for orientation and student success programming
- Assist with the recruitment, selection, training, and support of Student Ambassador volunteers
- Assist with the ongoing development of engaging and informative Orientation course content
- Assist with the development and deployment of engaging digital communication campaigns
- Assist with the planning and execution of online, hybrid, or in person synchronous events
- Develop and analyze surveys sent to program participants & volunteers - including students faculty, and staff - following orientation events
- Cooperate professionally with campus partners to get access to critical information and collaborate on various project components
- Attend in-person role development training as required

- Assist with in-person Orientation events on September 2, 2025 and January 2, 2026
- Perform related administrative tasks and other duties as assigned

Given the seasonality of tasks and deadlines associated with this program, the Orientation Assistant should be flexible, well-organized, and able to meet a higher volume of tasks and deadlines near the start of the Fall and Winter semesters. The student who accepts this position is expected to manage their time effectively to meet all responsibilities of this role, and to continue regular and open communications with the Program Co-ordinator throughout the year about their ability to do so.

QUALIFICATIONS

- Current UFV student in good academic standing (2.0 GPA) for the entire employment term; must have completed at least 6 semesters at UFV by the start of the term
- History of campus and/or community engagement
- Experience in creating/delivering educational programming
- Experience working with high school or first year university students
- Ability to problem solve effectively with critical and creative thinking skills
- Ability to work independently and as a team on a variety of projects
- Responsible and reliable with exceptional time/task management skills
- Able to be friendly and approachable with colleagues and student peers
- Excellent presentation, engagement, and facilitation skills
- Strong organizational, project management, and administrative skills
- Experience recruiting and organizing volunteers
- Comfortable working with diverse student populations, and a commitment to practicing equity and inclusion
- Highly developed interpersonal and written/verbal communication skills
- Strong proficiency in use of digital communications and design tools (e.g., Canva, MS Office (word/excel/ppt), outlook etc.)
- Willingness to engage in self-reflection and to receive feedback for job performance & professional development
- Knowledge and/or experience working or developing online training tools is an asset
- Some understanding of student development theory is an asset

DEVELOPMENT OPPORTUNITIES

- Receive training and mentoring on diversity & inclusion, effective communication, event planning & facilitation
- Gain experience in project management and volunteer development
- Develop skills in recruitment, selection, training, and management of volunteers
- Develop and enhance communication, interpersonal, professional, and organizational skills
- Develop and enhance understanding and implementation of student development theory
- Gain personal satisfaction and growth while giving back to the UFV community
- Gain experience working in a professional office environment, including using digital tools
- Gain experience working with colleagues in a collaborative work environment
- Access to unique opportunities for professional development and networking
- A letter of recommendation upon successful completion of the term