

## Job Description



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<b>Job Title:</b>	Student Engagement Co-ordinator
<b>Department:</b>	Science Undergraduate Office
<b>Reports To:</b>	Manager, Academic Advising
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	August 2021

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### **Primary Purpose**

This student-focused role in the Science Undergraduate Office implements student engagement initiatives for Science students. The incumbent liaises with undergraduate student advisors, student leaders, and other university staff and faculty members, to support an environment that helps Science students flourish. Advice is provided to student leaders, Science faculty and staff, based on research and survey results on orientation and student transition activities. The incumbent supports events that contribute to positive student experiences, equips students with information, and strengthens faculty and university partnerships to enhance student life.

### **Key Accountabilities**

#### **Responsible for supporting initiatives that facilitate the successful transition of incoming Science students to university life:**

- Serves as the Orientation Advisor (OA) for the Science students on the Waterloo Orientation Team (WOT).
- Works with other OAs, Student Success Office (SSO) and Waterloo Undergraduate Student Association (WUSA) Orientation counterparts to plan and execute the recruitment, selection, training, evaluation, and supervision of the WOT.
- Supervises, reviews, and approves all decisions (e.g., event plans, budgets, orientation leader selections) made by the Science students on the WOT.
- Attends or monitors all Orientation events along with the Science WOT members to ensure proper execution and safe conditions.
- Contributes to the overall management and supervision of Orientation events with the OA team.
- Documents and investigates negative incidents involving first-year students and orientation leaders, when required.
- Serves as the Faculty's liaison to the SSO for new student transition activities for newly confirmed students, their parents and family.
- Coordinates the Faculty's participation in the transition events and ensures proper representation from Science academic advisors, faculty, staff, and Associate Deans.
- Works with Academic Advisor, International Students, to support international students receiving a proper orientation to the University and appropriate subsequent support.
- Contributes to the logistics involved in mounting preparedness exercises (e.g., math, chemistry, physics) for incoming Science students.
- Hires and supervises co-op student each term to assist with ongoing projects and provide event support.

#### **Responsible for engaging, promoting, and liaising with student groups in Science:**

- Liaises with Science Society and Departmental Clubs under its jurisdiction:

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- Monitors space usage and enters bookings for groups in Science Teaching Complex (STC) and other Science buildings.
  - Submits key code combination changes for space upon request, normally when new leadership takes effect.
  - Contributes to regular elections and online polls.
- Liaises with other student groups in Science and orients student leaders to campus partners, e.g., SSO, campus bookings for events.
- Faculty of Science Foundation (FSF) activities:
  - Maintains records and website, keeps meeting minutes.
  - Encourages student and faculty director engagement in event planning and execution (e.g., Scholarship Reception, Graduating Class Reception).
  - Leads the planning on the Graduating Class Reception with input from Science and central advancement.

### **Collaborates, advises, and consults regarding Science student engagement:**

- Participates in, and provides standing reports to, the Science Undergraduate Studies Committee (SUSC).
- Contributes relevant data to the Science Recruitment Team on student engagement and participates in recruitment events: Ontario Universities' Fair (OUF); Fall Open House; March Break Open House; and You @ Waterloo Day.
- Manages SciSpace and Faculty of Science 'Current Undergraduate Students' web pages.
- Collaborates with Science communications team on information sharing, current students' interests, and posts for various social media.
- Reviews funding requests from students for conferences and new initiatives.
- Promotes awards and scholarship opportunities to Science students.

### **Responsible for event management including, but not limited to:**

- Student awards and recognition activities:
  - Coordinates the event planning and execution from start to finish.
  - Engages with Associate Dean, Student Relations, on other awards recipients, nominees, and presenters that should be invited.
  - Coordinates the scope and goals of student awards recognition with the Associate Dean, Undergraduate Studies, and Science Advancement.
  - Collects student invitee lists from Student Awards and Financial Aid and Graduate Studies Office.
  - Contacts and books campus partners and key people in Science to present information about campus opportunities.
- Valedictorian Selection:
  - Engages with Associate Dean, Student Relations, on the scope and criteria of the process to select valedictorian(s).
  - Promotes the valedictorian opportunity to undergraduate and graduate students.
  - Ensures that the nominees are eligible and vetted to confirm their potential to represent the graduating class at June Convocation.
  - Coordinates the selection meeting and composition of the selection committee.
- Co-operative Education information sessions:
  - Organizes information sessions geared to 1B-students that highlight services available from the Centre for Career Action and job search preparation.

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- Organizes information sessions geared to 2A-students in co-op for the first work term job search.
- Co-ordinates with Science Faculty Relations Manager in Co-operative and Experiential Education (CEE) on event planning and strategy.

### Required Qualifications

#### **Education**

- Bachelor's degree, preferably Science or equivalent education and experience

#### **Experience**

- Two years of undergraduate academic advising or work experience with diverse student groups in an academic setting.

#### **Knowledge/Skills/Abilities**

- Proficient with university rules and regulations, campus resources, policies related to health and safety, ethical behaviour.
- Demonstrated ability to make independent decisions and solve problems.
- Excellent strategic thinking, sound judgment, tact, diplomacy, ability to manage confidential and sensitive issues, interpersonal, organizational, and communication skills.
- Proficient with MS Word, Excel, and PowerPoint, with ability to use more advanced data functions in Excel, e.g., pivot tables, vlookup.
- Proven ability to manage a large volume of work, conflicting priorities, and deadlines.
- Proficient with student needs and concerns and committed to student engagement and success.

### Nature and Scope

- **Contacts:** Science students, staff, faculty, and associate deans as well as staff and students external to the Faculty of Science. Uses strong communication skills (written and oral), which are required, including clarity, diplomacy, and tact.
- **Level of Responsibility:** The position is responsible for organizing student transition events, engagement initiatives, and related events.
- **Decision-Making Authority:** Provides the Associate Dean, Undergraduate Studies, and Associate Dean, Student Relations with decision support with respect to student engagement. Responsible for hiring, training, and supervising student leaders for orientation events.
- **Physical and Sensory Demands:** Demands are typical of an administrative position that functions within office and meeting environments. Exposure to a fast-paced service-oriented environment. Atypical demands are very likely during Orientation, and these include, but are not limited to: administering first aid, interacting with students, who are injured (e.g., broken bones, scrapes, bruises, blood), intoxicated, or in highly emotional states.
- **Working Environment:** Exposure to conditions typical of office work and meetings; expectation of periodic travel within Ontario, annually, for Ontario Universities' Fair. Minimal exposure to disagreeable conditions typical of an academic advisor and one where it is necessary to convey negative or unwelcome information to students. Participation in numerous evening and weekend events, with significant additional hours in late-August and early-September for Orientation.