

The University College Literary and Athletic Society

University of Toronto

Detailed Job Posting: 2010 Orientation Week Co-Chairs

Description of Position

(From Council Policies on Orientation Board)

1. The Orientation Chair(s) shall be responsible for all operations of Orientation.
2. The Orientation Chair(s) shall:
 - a. Oversee all operations of Orientation
 - b. Promote and advertise Orientation
 - c. Call and chair at least one meeting of the Orientation Board per month from April to July and twice in August
 - d. Select, train, schedule, and supervise the Orientation Executive and Leaders in a fair and equitable manner
 - e. Design a balanced budget, which must be presented to the Orientation Executive Board for approval
 - f. Ensure that finances are managed in compliance with the Canadian Generally Accepted Accounting Principles and the Law
 - g. Maintain complete and accurate financial records, at all times ensure financial records are available, and all times submit the records to the Finance Commissioner within five days of request
 - h. Report to Council on the status of Orientation at the April, May, June, July, and August Meetings
 - i. Report to Council on the success of Orientation at the September Council Meeting
 - j. Present a written Final Report and Audit of Orientation activities and finances at the first regular meeting of Council in January
 - k. Conclude their term as Acting Chair(s) no later than the first school day after submission to Council of the Final Report
 - l. Maintain and pass on to their successor(s) a complete and detailed Redbook, and participate in the training of their successor(s), as describes in the Policy on Transition
 - m. Ensure that all Leaders and Board members adhere to the Orientation Code of Conduct, and enforce sanctions against any member who fails to comply with the Code.

Experience & Qualifications

- Commitment to the UC Community
- Demonstrated teamwork and leadership ability, demonstrated initiative and ability to work alone
- Participation in previous Orientation Weeks
- Preparation to address personnel, operational, and financial issues as they arise
- Multi-tasking ability; sound time-management skills
- Able to learn quickly; sound written and verbal communication skills
- Pleasant manner and approachability
- Initiative, tact and able to work well under pressure
- Anticipation of and preparation for the demands associated with the position, through creation of a comprehensive business proposal to be submitted with the application
- Creativity, excitement and enthusiasm for the position

– Preference may be given to University College students –

Application Information

- Applicants have historically applied in pairs to the position of Co-Chairs
- Applications are due in **HARD COPY ONLY AND ELECTRONICALLY** to the UC Lit Office in the Junior Common Room, *University College*, and daniel.tsekhman@utoronto.ca. The deadline for applications is listed below.
- Applications should consist of at least the following:
 - Completed Application Form
 - Covering Letter summarizing relevant skills and goals of the applicant(s)
 - Detailed Resume/CV for each individual included in the application
 - Proposal which outlines the applicants' goals and aims for the operation and demonstrates the applicants' preparation for all aspects of the position. When preparing your proposal keep in mind things won't always run smoothly!
- Please address all application documents to the Chair of the Hiring Committee

Additional Information

Term of Work: Approx. 15 February 2010 – 31 January 2011 (primary work: May-Sept.)
Flex Time Hours: Time commitment varies over the summer, steadily increasing toward a culmination in the first week of September, with major time commitments ending by approx. 30 September 2010

Pay Rate: \$5000 honorarium, divided equally between co-chairs
Fixed Honorarium. Disbursed in three installments: 40% in August, 40% within two weeks of the completion of Orientation Week activities, 20% after submission of the Final Report and Audit to Council in January

Posting Date: 14 December 2009, 10:00 AM
Closing Date/Application Deadline: 20 January 2010, 4:00 PM

Hiring Process: Consideration of Applicants → Interviews → Discussion of Interviewed Applicants → Initial offer pending ratification → Ratification of Hiring → Contract signing → Term of Work Commences

Contact: All questions and correspondence pertaining to application for this position should be directed to the Chair of the Hiring Committee, Daniel Tsekhman, by e-mail at daniel.tsekhman@utoronto.ca.