



UNIVERSITY OF REGINA STUDENTS' UNION

Job Posting – Welcome Week Coordinator

University of Regina Student's Union (URSU) requires a Welcome Week Coordinator who will be responsible for overseeing the planning, design, production, promotion, profitability and overall coordination of University of Regina Student's Union Welcome Week. Working closely with the Management Team the Coordinator is responsible for obtaining adequate sponsorship to cover all costs of Welcome Week. The Coordinator is expected to delegate tasks and provide support to subordinate event planning staff to ensure event success. Sourcing venues, liaising with entertainers, speakers and exhibitors, and overseeing URSU's Welcome Week are required tasks for this role. Other duties include, but are not limited to, reviewing and arranging appropriate accommodation, transportation, catering, signage, promotional materials, procurement and security. The Coordinator will also be required to establish and monitor the event budget within the established guidelines. Other duties will be assigned as necessary.

A detailed Job Description can be found at: XXXXXXXX

Qualified applicants should forward a cover letter and resume by no later than April 30, 2017 to:

University of Regina Student's Union

Attn: Operations Manager

operations@ursu.ca



UNIVERSITY OF REGINA STUDENTS' UNION

Welcome Week Coordinator – Job Description

Title:	Welcome Week Coordinator
Reports To:	Operations Manager
Supervises:	Welcome Week Committee Members, Ambassadors and V-Team
Term:	June 5, 2017 to September 15, 2017
Hours:	Full Time (37.5 hours/week)

Summary

Working closely with the Events Manager, the Welcome Week Coordinator is responsible for supervising and overseeing the planning, design, production, promotion, profitability and overall coordination of University of Regina Student' Union (URSU) Welcome Week. The Coordinator is expected to delegate tasks and provide support to subordinate event-planning staff to ensure event success. Sourcing venues, liaising with entertainers, speakers and exhibitors, and overseeing URSU's Welcome Week are required tasks for this role. Other duties include, but are not limited to, reviewing and arranging appropriate accommodation, transportation, catering, signage, promotional materials, procurement and security. The Coordinator will also be required to establish and monitor the event budget within the established guidelines. Other duties will be assigned as necessary.

Core Competencies

- Service Orientation
- Quality Orientation
- Time Management
- Creative and Innovative Thinking
- Development and Continuous Learning
- Problem Solving
- Accountability and Dependability
- Research and Analysis
- Decision Making and Judgement
- Providing Consultation
- Ethics and Integrity
- Planning and Organizing
- Mathematical Reasoning
- Enforcing Laws, Rules and Regulations
- Mediating and Negotiating
- Communication
- Energy and Stress
- Team Work



Job Duties

- Oversee the coordination of all Welcome Week activities.
- Plan the schedule of events and arrange all necessary approvals, facilities, volunteers and permits.
- Work with the Management Team to obtain adequate sponsorship to cover all costs associated with Welcome Week.
- Work with the Communications Department to produce a sponsorship package and event marketing strategy. Manage internal and external event communications.
- Contact prospective sponsors and vendors for the purpose of soliciting sponsorship and involvement in Welcome Week activities.
- Liaise with sponsors, ensuring that all needed communications and advertising materials are obtained for promotional materials and events.
- Ensure accuracy of all proof copies of Welcome Week related communication materials.
- Work with The Owl Manager and Operations Manager to negotiate sponsorship support.
- Bring together all branches of the URSU office and University to produce a well-run event that follows all rules and regulations of the University of Regina and the URSU.
- Sits on the University Committee overseeing Orientation
- Manage vendors and suppliers.
- Administer event budget and ensure it is maximized.
- Source venues, obtain quotes and conduct site visits.
- Maintain detailed and accurate event files such as exhibitor databases, contact and financial information.
- Liaise with stakeholders, sponsors and exhibitors throughout the entire process.
- Co-ordinate the delivery of materials to Welcome Week.
- Periodically provide administrative support to other members of event planning staff.
- Determine parameters, policies and procedures of event plans.
- Supervise the development and production of promotional materials and presentations.
- Produce reports on Welcome Week, which include obstacles and opportunities encountered.
- Completing a follow up report after the event has been completed. Presenting the report to the Board of Directors no later than November 3rd, 2017.
- Other duties shall be assigned as required.

Requirements

- Member of the University of Regina Students' Union, with a desire to obtain Event Planning experience;
- Post Secondary School training in Business, Marketing, Public Relations or related field preferred.
- Previous event coordination and/or fundraising or management experience considered an asset.
- Strong communication skills, both verbal and written.
- Proven ability to manage budgets.
- Ability to work within solid deadlines.
- Ability to effectively multi-task.
- Must have strong organizational skills.
- Highly self motivated.
- Ability to work independently and as a team leader when required.



Work Conditions

- Manual dexterity required to operate telephone, computer and peripherals.
- Interacts with employees, management, volunteers and the public at large.
- Ability to lift up to 30 lbs.
- Irregular hours.
- Overtime may be required.
- Fast paced environment and position.

Eligibility

As this position is partially funded by Canada Summer Jobs, a component of the Youth Employment Strategy only those meeting the following criteria are eligible to apply. Eligible candidates must be:

- (a) between 15 and 30 years of age (inclusive) at the start of employment;
- (b) registered as a full-time student during the preceding academic year;
- (c) returning to school on a full-time basis during the next academic year;
- (d) a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- (e) a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act* and;
- (f) legally entitled to work according to the relevant provincial / territorial legislation and regulations

*Foreign students are not eligible.



Core Competencies

1. Quality Orientation

Definition: Completes tasks keeping in mind all aspects involved regardless of magnitude, checking tasks and processes while having attention to details.

Key Actions

- Follows policies and procedures - able to follow set policies and procedures completely when tasking.
- Certifies high quality output - ensures that there is a consistent quality to the product or service delivered.
- Honours commitments - makes commitments attainable and realistic to ensure they are seen through.
- Has product knowledge - has knowledge of the product/service and continues to acquire knowledge to stay in the forefront of changes.
- Performs tasks with care - careful and zealous attention to the completion of required tasks.
- Sparks action - is able to consistently be a catalyst of action, can motivate a team or individual to make a change.

2. Time Management

Definition: Maximizes time in order to accomplish as many tasks as possible in a timely manner keeping in mind prioritizing tasks as needed.

Key Actions

- Is proactive - stays on top of trends in order to be proactive and not reactive to any changes.
- Focuses time and effort - groups related tasks to maximize efficiency, can easily transition between tasks when interrupted.
- Prioritizes tasks by importance and deadline discerns what is crucial from what is just urgent. Adjusts priorities as situations change.
- Stays determined - is able to maintain momentum, focus and effectiveness even when pressure is strong.
- Uses all resources available - is knowledgeable about all resources available and their importance.
- Develops a plan - creates a detailed plan of action to allow for prioritization and time management to be most effective, which allows for deadlines to be met and exceeded.

3. Creative and Innovative Thinking

Definition: Develops fresh ideas that provide solutions to all types of workplace challenges.

Key Actions

- Has novel approaches to challenges - develops new ideas by seeing old problems in new ways.
- Connects ideas - connects ideas, events and circumstances to find global solutions to individual problems.
- Sees opportunities - generates ideas by seeing the bigger picture.
- Thinks in terms of outcome - is not just reactive and quick but finds ways to turn the ideal into reality.

4. Development and Continual Learning

Definition: Displays outgoing commitment to learning and self-improvement.

Key Actions



- Learns from mistakes - is able to see failure as an opportunity to learn from results.
- Seeks ways to improve processes - looks for ways to complete tasks more effectively.
- Asks for feedback - needs feedback as a drive to improve performance.
- Acquires new competencies - researches ways to learn new skills that will result in the self improvement and effectiveness.

5. Problem Solving

Definition: Resolves difficult and complicated challenges.

Key Actions

- Frames problems before trying to solve them - breaks down issues, identifies all of their facets, including hidden or tricky aspects.
- Shows insight about cause of problems - generates a range of solutions and courses of actions with benefits, costs and risks associated with each.
- Uses all sources available - considers all the resources available to pursue a solution, including asking for help, seeking advice and using others' good ideas.
- Evaluates solutions - is able to select the best solution from all the ones available considering consequences, looking beyond the obvious, then evaluates after implementation to determine worth and impact.
- Addresses issues openly - sets standards for professional behaviour and helps those in need of assistance regardless of position.

6. Accountability and Dependability

Definition: Takes personal responsibility for the quality and timeliness of work and achieves results with no oversight, including following guidelines, standards regulations and principles.

Key Actions

- Attendance - maintains perfect attendance, following standards, policies and procedures including productivity standards, deadlines and work schedules.
- Stays focused - can continue to be productive regardless of interruptions and distractions.
- Maximizes time - is able to use time available to deliver quality work.
- Takes responsibility - does not make excuses for errors or problems, acknowledges and corrects mistakes. Does not diffuse blame and faces problems quickly and directly.

7. Research and Analysis

Definition: Examines data to grasp issues, draw conclusions and solve problems.

Key Actions

- Identifies facts - notices when data appears wrong or incomplete, or need verification. Identifies information that is not pertinent.
- Breaks down information - is able to reduce information into component parts, sort and group data, see underlying principles, patterns and themes in an array of complex information.
- Applies logic - analyzes and categorizes complicated information, determines relationships between sources and information.
- Develops conceptual understanding - is able to apply information gathered to processes within the organization.
- Knows where and how to access data - pursues leads and additional resources of information.
- Filters through information gathered - screens out irrelevant and vague information, keeping the high quality data. Questions the limits, quality and accuracy of data searching for details.

8. Decision Making and Judgement

Definition: Makes timely, informed decisions that take into account facts, goals, constraints and risks. Sees the big, long-range picture. Aligns direction, products, services and performance with organization.



Key Actions

- Gathers data - attains data from all sources available, including others' experiences, perspective, ideas and wisdom.
- Considers all information - is able to consider pros and cons, rationale behind the decision, limit of information, and the consequences of the decision before making it.
- Is able to make timely decisions - when necessary is capable making a decision, even with limited information.
- Learns - is able to deduct information from past mistakes.
- Sees where current trends will lead, and how they may influence the organization's direction. Foresees opportunities that will come and go.
- Seeks to understand other programs in the department, including their services, deliverables, and measures.
- Integrates executive direction into every decision and consultation.
- Advocates for and positively represents other programs and services when working with customers and stakeholders.
- Forms and articulates a clear picture of the future the organization should strive for. Explains why that future is important and how current decisions make or break the chance to reach it.
- Using a global perspective, reliably forecasts future needs and devises plans to meet those needs.
- Analyzes options and decisions based on long-term pay-offs or outcomes.
- Translates the vision for a program or organization into clear strategies.

9. Providing Consultation

Definition: Partners with stakeholders to identify and resolve complex and sensitive issues.

Key Actions

- Identifies issues - is able to find issues, options and desired outcomes, then develops a clear picture of the needs and best options.
- Seeks solutions - searches for practical and effective solutions and explains where, when, why and how to implement those options.
- Helps - is able to assist with the handling of complex and sensitive issues keeping best interests in mind and advising on best practices.
- Is committed - sees solutions through and continues to help long after initial issue is resolved to ensure desired outcome is attained.
- Is proactive - recognizes trends that will affect clients and communicates them so they can be prepared for challenges, develops new services and models in line with those needs.

10. Ethics and Integrity

Definition: Earns the trust and respect of others through consistent honesty and professionalism in all interactions. Diplomatically handles challenging or tense interpersonal situations.

Key Actions

- Shows respect - ensures that communication and actions are always professional.
- Maintains confidentiality - at all times ensures that information available remains confidential.
- Is honest and straightforward - communicates in a timely fashion while maintaining people's self esteem.
- Honours commitments - ensures commitments are realistic and carried through. Says what they mean and means what they say.
- Avoids situations that could be considered a conflict of interest.
- Adheres to a set of core values that match those of the organization.
- Is impartial - shows objectivity in decisions and actions.
- Strives to understand the data, the people, and their views before making decisions and taking action.
- Works through difficult or awkward interpersonal situations in a positive manner. Broaches sensitive issues ways that allows rational and open discussion.
- Focuses on issues and interests instead of people or positions, even when personally attacked.
- Delivers tough messages with sensitivity to minimize the negative impact on others; critiques constructively.
- Thoughtfully intervenes in conflicts to improve communication, diffuse tension, and resolve problems. Seeks to find common ground and preserve relationships.



11. Planning and Organizing

Definition: Coordinates ideas and resources to achieve goals.

Key Actions

- Identifies a sequence - understands the steps necessary to achieve goals and prioritizes key actions, anticipating the impact of the actions.
- Seeks input - searches for information about timelines, critical actions, sequencing, scope, methodology, expected outcomes, and priorities.
- Creates schedules - is able to determine a timeline for projects, taking into consideration challenges and opportunities. Then evaluates progress based on schedule and goal.
- Regards trends - considers social, fiscal and political trends that could affect the plan and prepares strategies to deal with problems or drastic changes.
- Evaluates actions - judges proposed ideas against organizational mission and values and integrates the current plans to achieve mission.
- Ensures the project or program's goals, purpose, and criteria for success are clearly defined. Clarifies the related roles and responsibilities, deliverables, milestones, limits for independent decision-making, and needs and desires of the primary customers.
- Ensures needed resources and skill sets among staff are available. Averts scope creep.
- Develops reasonable performance standards and ways of evaluating outcome quality.
- Integrates the ideas and needs of others in developing feasible strategies to achieve goals. Obtains stakeholder acceptance of and support for those strategies.
- Evaluates progress and success against performance standards. Appraises and resolves deficiencies and challenges. Ensures deadlines are met and keeps stakeholders informed of project/program status.

12. Mediating and Negotiating

Definition: Helps others resolve complex or sensitive disagreements and conflicts. Reaches deals and compromises.

Key Actions

- Maintains an objective, neutral stance. Shows respect for the needs and perspectives of all sides in the dispute.
- Clarifies the issues, interests, and objectives of each party. Helps parties see things from each others' perspectives.
- Recognizes when parties have become more willing to compromise. Helps others find common ground and viable solutions that meet their needs.
- Sees when parties are so entrenched that the mediation process is not progressing. Seeks additional resources or moves to a different strategy for resolving the issues.
- Presents interests in ways that foster the understanding and resolution of problems. Seeks to understand others' interests.
- Gains the trust of others by being honest, respectful, and sensitive to their needs. Knows when to be gentle and when to be assertive, and acts accordingly. Avoids ultimatums.
- Questions and counters others' proposals without damaging relationships. Explains ideas or positions that gain acceptance or agreement. Works from facts and a strong knowledge base.
- Remains open to many approaches to address needs or resolve issues. Seeks suggestions from other parties.
- Seeks common interests and win/win solutions or mutually agreeable trade-offs.

13. Coaching and Mentoring

Definition: Enables co-workers to grow and succeed through feedback, instruction, and encouragement; formally delivering information.

Key Actions

- Coaches others regardless of performance level- shares specialized approaches and skills that will increase capabilities.
- Helps others identify key goals and use their talents to achieve those goals - sees others' potential and strengths, and works to build on them.
- Takes time to observe behaviours - highlights performance strengths and weaknesses by giving factual, specific, non-judgmental feedback.
- Builds relationships with teammates - ensures that coaching efforts are received in a positive, developmental manner. Takes steps to learn the work interests and career goals of teammates.



- Actively supports the team to go beyond their comfort levels - tries new techniques that may enhance success. Coaches for incremental, one-step-at-a-time improvements, offering praise and recognition as each step forward is made.
- Ensures the project or program's goals, purpose, and criteria for success are clearly defined - clarifies the related roles and responsibilities, deliverables, milestones, limits for independent decision-making, and needs and desires of the primary customers.
- Ensures needed resources and skill sets among staff are available - averts scope creep.
- Develops reasonable performance standards and ways of evaluating outcome quality.
- Encourages building upon areas of strength and dissects areas that may be improved. Suggests methods and gives examples that provide a roadmap to improved performance.
- Models success behaviours, a high performance work ethic, and constant self-improvement.
- 'Sets the stage' for optimal learning. Comes prepared, and gauges the audience's level of knowledge. Tailors the teaching style to the audience.
- Develops accurate standards or activities to measure the audience's learning - seeks ways to enhance the learning experience, ensures that content is current, and that activities are engaging and effective.
- Combines exercises, group discussions, lecture, and other methods to meet diverse learning styles. Uses props, slides, and other presentation aids well.
- Interacts with the audience: reading body language, gathering feedback, and holding their attention. Sees when listeners fail to grasp critical concepts and takes steps to ensure comprehension. Uses individuals' strengths to help them learn.
- Gives adequate attention to individuals without neglecting the group as a whole.

14. Communication

Definition: Clearly conveys information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect.

Key Actions

- Categorizes communication - separates information by importance, message, audience, priority and logic.
- Listens - understands and learns from what others say.
- Reading and comprehension - grasps the meaning of written information and applies it.
- Speaking - uses language that matches the message and the audience involved.
- Writing - conveys ideas and facts in writing using appropriate language the reader will understand.
- Is memorable - allows their personality to make an impression, says their name, is funny and personable.
- Maintains audience attention - engages the audience by using relevant information and varied tools such as voice inflection, body language, charts and analogies.
- Is receptive - ensures that they adjust solutions to the audience keeping in mind their sensitivity ("suggest blowing out the dust").
- Verifies understanding - makes certain that the message is understood by asking for paraphrasing and examples.
- Uses positive feedback - ensures that feedback is received constantly to set expectations and create friendly team competition.
- Speaks confidently - knows the product, service and company so they speak with confidence.
- Boosts self esteem - is able to motivate consistently with specific feedback.

15. Energy & Stress

Definition: Consistently demonstrates high level of drive, infectious to the surrounding environment. Preserves effectiveness, drive and focus for extended periods of time, while maintaining composure in highly stressful or adverse situations.

Key Actions

- Maintains effectiveness - ability to have remained accurate even after long hours on the job.
- Maintains stamina - continues to hold a high energy attitude even after long hours of the job.
- Keeps up motivation - spark energy in the surrounding environment, maintaining a positive outlook.
- Completes high volumes of work - keeps a rapid pace without sacrificing accuracy.
- Handles high workloads, competing demands, vague assignments, interruptions, and distractions with poise and ease.
- Remains steady or thrives under pressure, using it to fuel productivity and efficiency.
- Stays calm and maintains focus in turbulent, threatening, or emergency situations. Makes rational decisions and continues to perform effectively.
- Provides direction in crisis situations. Defuses potentially violent people or situations, calming others and removing them from harm.



16. Team Work

Definition: Promotes cooperation and commitment with the team towards the attainment of common goals. Gets others excited about and committed to furthering the organization's objectives. Enables cooperative and productive group interactions.

Key Actions

- Models commitment - leads by example and sets standards for professional behaviour.
- Knows and supports teammates' work and deliverables - Helps teammates who need or ask for support or assistance.
- Works as a team - ensures joint ownership of goal setting, commitments, and accomplishments. Involves everyone on the team.
- Establishes a team like mentality, through sharing information or expertise, working together to solve problems, and putting team success first. Encouraging team unity through sharing of information and expertise.
- Assists with goal attainment - ensures that they are the catalyst for planning the goals.
- Does not take no personally - understands that a team mentality is not fool proof and that sometimes the pieces will not match, highlights the positives to move along.
- Inspires - is able to inspire and motivate others to voluntarily follow direction, pursue and achieve goals, and adopt new positions and opinions.
- Addresses issues openly - sets standards for professional behaviour and helps those in need of assistance regardless of position.
- Joint ownership of goals – understands that commitments and accomplishments involve everyone on the team.
- Prepares for group meetings by identifying the key issues, goals, and stakeholder expectations. Identifies resources that are most likely to help the group with its task. Clarifies the agenda and objectives, and allocates time for topics.
- Leads the group in its initial stages, outlining issues, communicating direction and desired outcomes, and helps participants understand their tasks, roles, and contributions to the process.
- Engages all members in the discussion. Builds on the ideas of contributors, while ensuring other members are not overwhelmed or discouraged from giving input.
- Sees when the group is off-track and redirects the conversation toward productive channels.
- Guides the discussion of complex or divisive issues to help members develop insights and remain engaged with the task. Judges when issues cannot be resolved in the group, and re-focuses the dialogue on the essential goals.
- Allows ownership of the process by group members. Highlights group successes, and builds a sense of shared accomplishment. Reinforces success by becoming an advocate for the group's decisions.