

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Orientation Coordinator Hiring

Adopted on July 12, 2013

Preamble

Orientation is the first opportunity that the Union has to make an impression on incoming and returning students. It marks the beginning of a new academic year and offers the ability to welcome new and returning members to the university by offering them a showcase of campus life and increasing student spirit. The Orientation Coordinator of the Union has the responsibility of planning and hosting the Union's annual Orientation as well as carrying out the responsibilities stated in this policy.

The Union shall hire an Orientation Coordinator to carry out Orientation as well as other delegated duties.

The Orientation Coordinator shall work under the supervision of the Clubs & Events Coordinator.

Hiring Timeframe

The hiring of the Orientation Coordinator process commences at the beginning of the winter session. The following is a timeframe, on a month basis, that must be followed as part of the process:

- **February: Job posting circulated (no less than 10 business days)**
- **March: Hiring Committee Struck**
- **April: Interview Process and ratification of coordinator**

Hiring Committee

The Hiring Committee for the Orientation Coordinator must consist of outgoing and incoming executives. The Hiring Committee begins the selection of candidates and interview process only once the incoming executives are elected.

The hiring committee composition is as follows:

- **Outgoing and Incoming President, outgoing Vice-President Campus Life, outgoing Vice-President Operations**
- **The Executive Director (non-voting)**
- **The Clubs & Events Coordinator (non-voting)**

Any executive may choose to waive their right to sit on a hiring committee at the time of its establishment. To fill this vacancy, the Executive Committee must appoint an alternate executive representative; failing this option, the Board of Directors reserves the right to select a representative.

The Hiring Committee makes the final decision in the selection of the Orientation Coordinator.

The Union's Orientation Coordinator shall take office at the earliest date possible.

Orientation Coordinator Responsibilities

The Orientation Coordinator must set up a timeline and project plan to help implement the planning of Orientation.

The Orientation Coordinator must report to the Clubs & Events Coordinator on a daily basis. They must also work with the Clubs & Events Coordinator in regards to the finances of Orientation.