

Queen's Commerce Orientation Week 2017

Commerce Executive on Orientation

Chair Application

Position Summary

The position of Chair of the Commerce Executive on Orientation (CEO) has many responsibilities, but overall, the Chair oversees the planning and implementation of four days of orientation week activities that meet a clear set of goals and objectives.

As stated in the Senate Orientation Activities Review Board (SOARB) Orientation Week Policy Manual, the following are the goals and objectives of Orientation Week as approved by the Queen's Senate:

- To make all new students feel welcome
- To facilitate a smooth transition to university
- To build a strong and inclusive community of students
- To make new students comfortable in their academic, social and environmental contexts
- To provide a solid foundation for a successful university experience

Position Responsibilities

- Working collaboratively with the Orientation Roundtable (ORT) through the Alma Mater Society (AMS), SOARB, Executive Director (Commerce), The Commerce Society, Queen's First Aid, Queen's Student Constables, and other relevant stakeholders.
- Ensuring that Commerce Orientation Week and its leaders adhere to the Queen's Student Code of Conduct, the ORT Spirit with Responsibility Guide, the Senate Contract for Orientation Leaders and Executives, Senate Orientation Week Policies, and any policies or procedures put in place by the Commerce Program.
- Setting out and communicating the Orientation Week schedule of activities to all stakeholders involved such as the ORT, SOARB, Queen's Student Constables, Queen's First Aid, Queen's Event Services, etc.
- Reviewing all activities by completing a risk assessment and identifying strategies to mitigate risks involved. This review also includes obtaining feedback from the Executive Director (Commerce), ORT, Environmental Health and Safety and SOARB (as required) so all risks can be identified and addressed effectively.
- Consulting the appropriate stakeholders and obtaining necessary approvals for all events
- Incorporating all relevant academic information in Commerce Orientation Week
- Communicating to incoming students the parameters surrounding the collections and use of fees for participation in Orientation Week
- Developing an Orientation Week Handbook for first year students that is vetted by the Executive Director (Commerce) and ORT
- Ensuring the participation of all Orientation Week Leaders in the training program organized by the ORT as well as any faculty specific training

- Developing and communicating clear expectations around Orientation Week Leader hiring (CEO and Bosses) and overseeing the recruitment, screening and selection process. Working with the ORT and the Executive Director (Commerce) to ensure that all Orientation Week clothing, slogans and cheers are approved
- Ensuring that all Orientation Leaders are aware of the information in the Student Code of Conduct including the section on hazing. All Orientation Week Leaders should know the definition and scope of is classified as hazing activities, which are prohibited from all aspects of Orientation Week (ie. before, during and after). Hazing should not be part of Commerce Orientation; failure to abide by the Queen's Student Code of Conduct will result in disciplinary action.
- Terminating a leader if they behave in a manner that is inappropriate and warrants termination
- Attending weekly Orientation Round Table meetings to provide updates on the progress of Commerce Orientation Week and participating in discussions with the executive members from other faculty committees pertaining to Queen's University Orientation as a whole

Skills

- Excellent administrative, organizational, and planning skills
- Ability to identify opportunities for improvement and to lead change efforts
- Ability to manage group dynamics and to build cooperative teams
- Strong analytical thinking, problem-solving and conflict management skills
- Excellent interpersonal communication skills
- Excellent presentation skills
- Ability to work with diverse student body and commitment to inclusivity and accessibility
- Ability to work independently, consult, and collaborate at needed
- Resourcefulness, creativity, and initiative
- Ability to work well under pressure
- Ability to meet deadlines
- Good judgement, professionalism, decision-making skills
- Passionate about supporting first year student transition and success

Qualifications

- Currently enrolled second year of the Commerce program and in good academic standing
- Demonstrated leadership skills, with the ability to foster a team approach
- Budget and financial management experience
- Project and/or event planning and implementation experience
- Demonstrated ability to work collaboratively with multiple stakeholders (students, faculty, administrators)
- Knowledge of orientation week goals, structures, networks, policies, and procedures (asset)

Please submit a written application, clearly responding to each of the following five items. All written responses will be due no later than Tuesday, October 3rd, 2017 at 11:59 PM. Responses should be sent to the outgoing Chair, Anthony Lisi, Anthony.Lisi@queensu.ca. Please also email Anthony in order to schedule an interview time, including your weekly schedule as an attachment.

1. Why have you applied for the position of Chair of CEO, and what sets you apart from other candidates? Please touch upon past experiences which have prepared you for the role. (300-word maximum)
2. What are your core leadership attributes and how have you developed them over your experiences? Further, how will you leverage your skillset to create a strong, well-functioning, and resilient CEO? (200-word maximum).
3. Explain what, in your opinion, should be the Chair of CEO's relationship, responsibility and individual role with the following stakeholders at Queen's: the Commerce Society, Executive Director of the Commerce Program, the Orientation Roundtable (ORT) and the Senate Orientation Activities Review Board (SOARB). (250-word maximum)
4. As Chair of CEO, what specific characteristics and overall team attributes are you looking for when hiring the rest of the CEO? (150-word maximum)
5. Please submit a presentation outlining your goals, vision, and new ideas for the upcoming Orientation Week. In this presentation, include a description of a broad new initiative you would be interested in incorporating into Commerce Orientation Week, and what purpose such initiative would serve. You will deliver this presentation during your interview. (Presentation time: 7-10 minutes)

Hiring Policy Summary

- The interviewing committee must have one ComSoc assembly member, one relevant party to the position, and gender representation in all interviews.
- If a hiring team extends its application deadline, it must contact any individuals who have already submitted their application and inform them of their right to re-submit their application according to the new deadline.
- All successful and unsuccessful applicants shall be notified of the hiring team's decision within 48 hours of the last interview.
- If you request written feedback, it must be provided within 72 hours.
- Applicants are not allowed to hold more than three ComSoc positions at any given time. This excludes Frosh Leader (Boss) positions.

For further inquiries, consult the full [hiring policy](#) or contact the Chief Policy & Returning Officer.