

ORIENTATION COORDINATORS RECRUITMENT

INFORMATION FOR APPLICANTS

Students commencing study require accurate information, support and guidance from senior students who are approachable and sensitive to the needs of new students. Orientation Coordinators and Leaders can make a very real difference to how well new students settle into university and study.

Among the commencing students there is a diversity of people to be assisted and supported including mature-age students, school-leavers, international students, and students with disabilities.

Interpersonal skills, communication skills, and the necessary sensitivity for understanding the needs of fellow students are the required and essential attributes for the available positions.

ORIENTATION COORDINATOR POSITIONS (CASUAL EMPLOYMENT)

A number of Orientation Coordinator positions are available at each campus. Each year the services of suitably experienced students are needed to assist the development and implementation of orientation events and activities. The work is varied and challenging, and requires the successful applicants to be available over short periods leading up to, and full time during Orientation Week. Orientation Coordinators customarily return to their campus approximately 2-3 weeks before Orientation Week in order to prepare.

The essential requirements of this position are:

- previous, relevant work experience
- a good knowledge and understanding of the University
- the ability to assist in the development and implementation of orientation events and activities
- coordinating and supervising a team of volunteer Orientation Leaders
- effective interpersonal skills
- understanding and attending to the support needs of commencing students;
- the ability to work without supervision
- provide an effective liaison role between students, staff and the wider community
- computer skills
- extensive written and oral communications experience
- Completion of governance and leadership training

Desirable requirements for this position are:

- a current driver's licence

Applicants must address both essential *and* desirable selection criteria.

To apply complete the form at <http://www.csu.edu.au/division/studserv/support/study/orientation-form/>

Then provide an outline of why you believe you will make an excellent Orientation Coordinator. Consider your experience in other volunteering situations, your ability to work as a member of a team of peers, your personal qualities in the area of communication and your awareness and respect for diversity.

IMPORTANT NOTES

1. Please write a considered application designed to reflect your abilities and understanding of the position you are applying for. Poorly presented applications will be given lower rankings as communication skills are deemed essential.
2. Please limit your applications to a concise response with regard to each of the essential and desirable criteria for these positions.
3. Do not submit bound documents, plastic sleeves, decorative presentations, etc.; an application on A4 paper in black ink, stapled together, is all that is required in terms of presentation.

This is to be submitted to the Student Support Officer on your campus.