O-Week Director Position Description

The University of Melbourne Student Union (UMSU) is seeking up to four volunteer Orientation Week Directors.

O-week Directors are responsible for running a substantial portion of the Student Union’s involvement in O-week (both Mid-Year Orientation in semester 2, and O-week in semester 1).

UMSU is recognised by the University of Melbourne as the representative body for all students, and is responsible for a broad range of student representative, engagement and support activities. UMSU operates under the principles of student unionism, which are broadly defined as student control of student affairs.

Major elements of this include:

• running the O-week Host Programme;
• in consultation with the Activities Officers and other Officers, scheduling and running major events during the week;
• develop publications to support Orientation week and to inform incoming students through their transition to the University; and
• liaise at a high level with the University of Melbourne’s major events team, the Graduate Student Association and internal UMSU stakeholders to ensure a consistent overall presentation of the O-week Programme.

Time Commitment

This position has a substantial time commitment associated with it, and successful candidates are expected to meet deadlines imposed both by intrinsic constraints as well as their own timetable. Time commitment will vary over the course of the project: in particular, it is full time during O-week and in the weeks leading up to it. Candidates should be aware that there is a period of intensive interviewing and host training in the latter weeks of semester.

Responsibilities

O-week Directors are responsible for:

O-WEEK HOST PROGRAMME

• implement (and revise if necessary) existing programme plans and documentation, including timeline, host position descriptions, procedures, and training manuals;
• conduct appropriate research (for example, focus groups) on prospective students’ needs for O-week;
• advertise for and recruit (including interviewing) volunteers to serve as hosts and other appropriate roles within the programme;
• run training sessions for all hosts;
• develop and revise a recommended series of activities (including a campus tour) for host groups on Host Day;
• assigning hosts and incoming students to host groups, and facilitate hosts’ contacting their groups prior to orientation;
• run host day;

1 As a guide, there were about 600 hosts for O-week 2015.
2 For example, in 2015, the Activities Officers ran an event at Luna Park.
• develop and administer evaluations (including students’ experiences of the host programme, and of training sessions);
• investigate and, if relevant, implement appropriate post–O-week host activities;
• handle grievances within the context of the programme;

O-WEEK ACTIVITIES (EXCLUDING TUESDAY O-WEEK CARNIVAL AND CLUBS DAYS)
• consult with the Activities Officers and other Officers within UMSU about appropriate activities\(^2\) to support Orientation week;
• support those activities (where appropriate);
• timetabling of these activities;

PUBLICATIONS
• liaise with the Communications & Marketing Division for graphic design, layout and printing;
• manage the whole of organisation UMSU publication *(Nice to Meet You* guide or successor), including ensuring high levels of input from representative Departments and staff divisions;
• develop an O-Week Guide (or equivalent) containing a list of events;
• work with the Communications & Marketing Division to ensure O-week has an attractive and advanced online presence;
• develop other publications if appropriate;
• meet all deadlines for publications while ensuring stakeholders have adequate time to comment;
• evaluate the effectiveness of print publications and the online presence;

OTHER RESPONSIBILITIES
• develop a budget subject to specified constraints and stay within that budget;
• work within existing contractual constraints, particularly in relation to sponsorship;
• work closely with Office-bearers and other stakeholders to establish O-week priorities for the organisation;
• liaise with internal staff contacts (particularly in Marketing and Communications), consistent with agreed procedures, to ensure that staff are in a position to meet their responsibilities;
• write a report on the overall outcomes from each Orientation week, including quantitative evaluations and recommendations for the future;
• recruit and lead a team of volunteers (including specialised roles where appropriate);
• act as a point of contact within the organisation for internal departments/divisions, external stakeholders and hosts;
• ensure the O-week programme includes activities appropriate for the Victorian College of the Arts, Burnley, and other campuses;
• ensure that the overall O-week programme includes adequate support for graduate students; and
• work within the team of Orientation Week Directors.

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\(^2\) For example, in 2015, the Activities Officers ran an event at Luna Park.
Selection criteria

Key selection criteria for the role are:

• experience organising major events and/or volunteering programmes;
• experience developing and remaining within a budget;
• knowledge of the University of Melbourne;
• previous experience in similar roles within UMSU, the University or similar bodies;
• strong people skills;
• excellent time management skills, including demonstrated ability to manage multiple simultaneous commitments; and
• strong administration skills, including working with office productivity software.

Further information

Although the role is a volunteer position, O-week Directors receive a small honorarium. Directors will be provided with space in a shared office in Union House. Generally, Directors will be expected to be current or recently-completed students of the University of Melbourne.

O-week Directors are generally expected to remain in their position for twelve months, covering both a Mid-Year Orientation and a start of year Orientation (i.e., Mid-Year O-week 2015, start of year Orientation 2016 and a handover to the Directors for Mid-Year O-week 2016). Prospective candidates should ensure that they are able to remain in Melbourne for the months leading up to both Orientation Weeks and can make the required time commitment.

As this is a pilot programme, applicants should be flexible and able to adapt quickly to changing circumstances, and will need to work closely with existing stakeholders to deliver a successful programme.

How to apply

Please send:

• your CV;
• a brief (no more than one page) statement of why you would be a suitable O-week Director; and
• a brief (no more than half page) description of your vision for O-week

to president@union.unimelb.edu.au no later than 5pm, Sunday 26th April.

If you have any questions about the position or application process, please email president@union.unimelb.edu.au.