



Frosh Coordinator Volunteer Description

Applications Due: Monday, February 26th at 4:30pm

Interviews will take place Wednesday, February 28th and Thursday, March 1st. Please keep in mind that Frosh Week this year will be from Tuesday, August 28th until Sunday, September 2nd, with training taking place a few days before.

Frosh Leader Interviews will take place from March 5th - March 9th, with decisions being announced on Thursday, March 15th at nusu.com/FROSH. There is also a mandatory meeting on Wednesday, March 21st at 8:30pm in the Weaver (B200).

Contact: Nicolai MacKenzie, incoming VP Services at frosh@nusu.com.

Position Title: Frosh Coordinator

Reports To: Vice-President Services

Education: Attaining a post-secondary degree at Nipissing University

Summary:

Frosh Coordinators will work with executives and staff of the Nipissing University Student Union with the duties and responsibilities of implementing Frosh Week for Academic Year 2018-2019. Frosh Coordinators will develop leadership, communication, facilitation, and public relation skills by assisting new, mature, transfer or international students in their transition to the Nipissing/NUSU community.

Duties and Responsibilities

- Serve as a role model for incoming students and peers
- Assist in the planning and organization throughout the summer leading up to Frosh Week
- Lead a section of the Frosh Leaders (Events Leaders, Team Leaders, Food & Bev or Camera Crew)
- Assist and organize Frosh Leaders with their responsibilities
- Solve problems and answer questions to the best of their ability in order to make sure Frosh Week runs smoothly and all students are safe
- Be a positive, inclusive, and responsible leader leading up to, and during, Frosh Week

Qualifications

- Ability to understand and effectively communicate the mission of NUSU
- Familiarity with NUSU and Nipissing resources, programs and organizations
- Availability to participate fully in all Frosh Week activities, including training sessions
- Ability to manage time and information in a high paced environment



100 College Drive, PO Box 5001
North Bay, ON P1B 8K9
Tel: (705) 474-3450 ext. 4801 Fax: (705) 474-7732
Web: www.nusu.com

Nipissing University Student Union

- Ability to maintain a positive, flexible and adaptable working style
- Ability to accept and respond to constructive feedback
- Effective interpersonal skills: assertive, helpful, sensitive and tactful in working with others
- Strong verbal and written communication skills
- Dependable, committed, enthusiastic, energetic, hard-working

Requirements

- Leadership experience/involvement on campus
- Valid Ontario driver's license (G2/G)
- First Aid/CPR is an asset
- Experience as a Frosh Leader is an asset but not necessary

Please visit nusu.com to find out more about our organization. If you have questions please contact Nicolai MacKenzie at frosh@nusu.com.