



100 College Drive, PO Box 5001
North Bay, ON P1B 8K9
Tel:(705) 474-3461 Fax:(705) 474-7732
Web: www.nusu.com

Nipissing University Student Union

FROSH COORDINATOR VOLUNTEER DESCRIPTION- DUE FEBRUARY 28TH AT 12PM

Interviews for this position will take place March 1st and 2nd. Please keep in mind that Frosh Week this year will run from Tuesday, August 29th until Sunday, September 3rd, with training taking place a few days before.

Frosh Leader interviews will take place March 8th-10th, with decisions being made on March 11th. All coordinators are to attend as many interviews as possible. There is also a **mandatory** training session on Wednesday, March 15th from 6:30-8:30pm in the Nipissing Theatre.

Contact: J'aime Brunet, incoming VP Services at jbrunet_97@hotmail.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 2017-2018. 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 organizing throughout the summer leading up to Frosh Week
- Lead a section of the Frosh Leaders (Event Leaders, Team Leaders, Food & Bev Crew or A-Team)
- 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
- 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 driver's license (G2/G)
- First Aid/CPR is an asset
- Experience as a Frosh Leader is an asset but not necessary