



Innis College Student Society
Orientation Coordinator 2025 - Job Description

Innis Orientation Overview

Innis College Orientation provides incoming students with the skills and tools they need to succeed at the University of Toronto and to make the most of their time here. Orientation is a week-long series of events and opportunities held before the start of the academic year that will help incoming students find new friends, prepare for their studies, and discover what it means to be a student at Innis. For most incoming Innisians, this will be their first experience with the College and the official start to their university careers.

Role Details

The two Orientation Coordinator(s) (“OC(s)”) work together to lead the planning and delivery of Orientation week programming. The OCs will lead a large team of volunteers, including Orientation Executives and Orientation Leaders to create an accessible, equitable, fun, and memorable Orientation experience for incoming Innis College students.

As the most senior student leaders involved in planning Orientation, the OCs are responsible for overseeing planning event programming, maintaining the program budget, organizing volunteer training for Executives and Leaders, and risk mitigation, in collaboration with the Innis College Office of Student Life, and other key U of T Orientation Stakeholders.

The OCs are hired by and report to the Innis College Student Society (“ICSS”). The OCs work closely with the Office of Student Life.

Please note that this is a volunteer position awarded a \$3500 stipend at the completion of duties.

All aspects of Innis College Orientation are governed a Memorandum of Understanding (MOU) between the ICSS and the Innis OSL.

Key Responsibilities

- Leading the planning and execution of orientation programming for incoming Innis College undergraduate students under the supervision of the Innis College Student Society and the Assistant Dean, Student Life & Equity (“ADSLE”).
- Leading the marketing and promotion of Orientation to incoming first year students
- Leading the recruitment of Orientation volunteers including Orientation Executives and Orientation Leaders. Hiring, training, and supervising all Innis Orientation volunteers, including Innis Orientation Executives and Innis Orientation Leaders.
- Coordinating space bookings as required in conjunction with the ADSLE, Campus Events, and Central Student Life.
- Developing and maintaining a balanced budget for Orientation and approving appropriate Orientation related expenditures in accordance with ICSS budget processes.



- Holding regular meetings with key Innis Orientation Stakeholders, including but not limited to the Innis ADSLE and ICSS Executive.
- Holding regular meetings with the Innis Orientation Executive Team and other partners.
- Ensuring that all programming, communications, and training represent the values of Innis College, the University of Toronto, and the ICSS, and follow relevant student codes of conduct.
- Completing a summary and transition report at the completion of the Orientation program.
- Attending all required Orientation Coordinator training sessions, including the Orientation training program hosted by Student & Campus Community Development (“SCCD”) at the University of Toronto.
- Other duties as assigned.

Requirements and Qualifications

- Applicant must be a registered Innis College undergraduate student at the University of Toronto for the current (2024-25) and upcoming (2025-26) academic year.
- Applicant cannot hold an Executive position on the Innis College Student Society during the upcoming (2025-26) academic year.
- Experience planning and executing events and programs for students.
- Experience with event marketing and various digital media platforms and tools.
- Experience leading and collaborating well with other students and staff.
- Experience working within and across diverse communities, cultures, and contexts.
- Demonstrated ability to work independently, take initiative, and achieve established goals.
- Demonstrated ability to organize work, establish priorities, and meet deadlines while negotiating emergent needs. A high degree of flexibility and adaptability is required.
- Excellent interpersonal skills, initiative, and time management.
- Strong understanding of Innis College campus resources and supports for students.

Additional Details

Number of Positions: Two (2)

Application Deadline: January 13, 2025, at 11:59PM

Remuneration: \$3500 stipend at completion of duties. The position will also be awarded a room at Innis Residence during the summer residency period at no cost subject to availability and the terms and policies of the College’s residence operation.



Innis College
University of Toronto

Term and Hours of Work: Term begins February 10, 2025, and ends no later than December 1, 2025. At times, evening and weekend work will be required. Must reside in the Greater Toronto Area for at least one half of the summer prior to Orientation week.

Innis College Orientation 2025 is expected to run from August 25, 2025, through August 30, 2025. Innis College residence move in is expected to take place on August 24, 2025.

For more information, please contact communications.icss@gmail.com.