

## John H. Daniels Faculty of Architecture, Landscape, and Design Orientation 2022 Coordinator(s) Application

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Daniels Orientation 2022 is the week of September 5<sup>th</sup>.

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### The Purpose of Orientation

1. To welcome newly admitted undergraduate students in the Honours Bachelor of Arts, Architectural and Visual Studies program, to the John H. Daniels Faculty of Architecture, Landscape, and Design.
2. To introduce new Daniels students to the facilities, services, supports, and organizations in the Daniels Faculty and the University of Toronto.
3. To prepare new Daniels students for their academic studies.
4. To create a positive, inclusive, and engaging environment where students are comfortable.

### Coordinators' Duties

The student Coordinator(s) will work under the guidance of the Daniels Office of the Registrar and Student Services (ORSS) throughout the summer to plan and execute Orientation events, hire and oversee the training of Orientation leaders, and attend central Orientation meetings with representatives from the other Orientation committees on campus. The Coordinator(s) will also meet regularly with representatives from the Daniels Office of the Registrar and Student Services.

The Orientation Coordinator(s) will submit, by the end of September 2022, a comprehensive and detailed report of the Orientation 2022 planning process, budget, and events to be shared with the next year's Orientation Coordinator(s).

### Hiring Criteria

The Orientation Coordinator(s) must be **full-time** undergraduate student(s) in the Honours Bachelor of Arts, Architectural Studies, or Visual Studies, and must be in good standing (i.e., not on academic probation or suspension at the point of application). Applicants may apply individually or in a team of up to three students.

There will be roughly 250 first-year students who come from a wide range of backgrounds and interests. A large number of students will be new to Toronto and many may be new to Canada. The Coordinator(s) must take into account the diversity of the new class at all times.

Successful candidates must demonstrate creativity, commitment, perseverance, and organization.

The work of the Coordinator(s) involves a significant commitment of time and energy. For that reason the Daniels Faculty seeks candidates who do not have major commitments during the summer months. **Applicants – all team members if applying as a team – must be available for the mandatory Orientation Coordinator training on a date to be confirmed (this is typically a Saturday in early May).**

The Orientation Coordinator(s) will be eligible to receive an honorarium upon successful completion of their work as determined by the Daniels Office of the Registrar and Student Services.

### **Application Process**

Each applicant or team of applicants must submit:

- The application form below.
- A cover letter (a joint cover letter if you are applying as a team) explaining your leadership experience and drawing specifically on your participation in Daniels and in Architecture and/or Visual Studies programs; any coordination of events and organizations; and any outside leadership experience (elsewhere on campus or in your community). The cover letter should also provide a general vision for Daniels Orientation 2022.
- A resume (if you are applying as a team, each team member must submit a resume).

Application packages must be submitted by email to [registrar@daniels.utoronto.ca](mailto:registrar@daniels.utoronto.ca) by **February 16<sup>th</sup>, 2022 @ 11:59pm EST.**

Applicants – all team members if applying as a team – must be available for interviews that will be held between **February 21<sup>st</sup> – February 25<sup>th</sup>, 2022**, and conducted virtually.

### **Successful Coordinator applicants will exhibit:**

- Enthusiasm for the Daniels Faculty and its programs.
- Demonstrated organizational, leadership, and time management skills.
- Recognition and understanding of the challenges facing first-year students.
- The ability to use tact, sensitivity, and inclusive practices when dealing with students.

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Orientation 2022 Coordinator(s) Application**

**Applicant #1**

Name	
Student Number	
Mobile Telephone Number	
Email Address	
Degree Program	
Year of Study and cGPA (to be verified)	

**Applicant #2 (if applying as a team)**

Name	
Student Number	
Mobile Telephone Number	
Email Address	
Degree Program	
Year of Study and cGPA (to be verified)	

**Applicant #3 (if applying as a team)**

Name	
Student Number	
Mobile Telephone Number	
Email Address	
Degree Program	
Year of Study and cGPA (to be verified)	