**Student Transition Coordinator Position**

**Position Start Date**: May 6, 2019

**End Date:** September 9, 2019 (hours per week reduced to 10 hours a week at the commencement of classes).

**Hours per week:** 35

**Rate:** $12.00

The Student Life Office aims to help foster an environment in which all students have equitable access to institutional services, engagement opportunities, and benefits of the total academic experience regardless of place of residence, enrollment status, age, gender or any other demographic characteristic.

The Student Transition Coordinator (STC), under the supervision of the Coordinator, Student Development is responsible for tasks and programs related to the student experience in transition to University, with an emphasis on new students. Orientation programs that the STC designs and coordinates introduce students to a campus that is academically focused, culturally inclusive, safe and welcoming.

**The Student Transition Coordinator will:**

* Maintain regular office hours and administrative functions in the Student Life Office
* Develop and coordinate events and programs that support transition to StFX during Welcome Week
* Assist the Coordinator, Student Development and the Communications team with the development of programs and communications materials as required
* Coordinate the Parent Information Sessions and Orientation Events on Welcome Day
* Plan and coordinate the Ask Me program to familiarize new students to campus in the first week
* Participate in the Student Orientation Committee weekly meetings

**Skills and Aptitudes:**

* Above average computer skills and knowledge of design programs such as Canva, Publisher, etc.
* Trustworthy and reliable, with a proven ability to work independently
* Research oriented, creative, resourceful and problem solving skills
* Highly organized, flexible, professional attitude, demonstration of integrity and excellent work ethic
* Precise, accurate and consistent work
* Aware and understands confidentiality issues and exhibits an appropriate level of discretion with regards to sensitive information
* A working knowledge of student life and transition issues at University would be considered an asset
* The ideal candidate will have worked in an office setting, student leadership or university setting

If you have any questions about the position please do not hesitate to contact Kerri Arthurs karthurs@stfx.ca for more information.

**To Apply:** Please submit your cover letter and resume (one attachment) by email to jsmacdon@stfx.ca. Subject Line: Student Transition Coordinator Position.

**Application Deadline:** **April 5, 2019**