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| **Graduate Students’Association**Local 78, Canadian Federation of Students600 UnicentreCarleton University1125 Colonel By DriveOttawa ON K1S 5B6tel (613) 520-6616fax (613) 520-3680gsacarleton.ca | JOB POSTING: **Welcome Weeks** **Outreach Coordinator**The GSA is hiring a Welcome Weeks Coordinator! Welcome Weeks are an important part of the graduate student experience at Carleton and requires an enthusiastic individual to organize academic and social events, workshops, pub nights and campus tours for the upcoming school year!**Position Term: Beginning September 13th, 2021**, continuing until **September 24th, 2021.** **Remuneration:** An Honorarium of $500/week**Number of Hours**: 20 - 25 hours/week**Number of Positions:** 1 *(open only to Carleton graduate students)***Overview of the Position**Work with the GSA executive and staff to organize and plan the orientation week program for graduate students* Assist the executive in running various welcome week events
* Provide on-location support (including tabling).
* Provide online support
* Maintain close communication with the GSA executive and staff
* Submit a report at the end of the contract highlighting your experience and recommendations

**Essential Skills*** **Teamwork** -an ideal candidate will have the ambition to pursue projects and assignments (making calls, organizing logistics) independently under the direction of the executives and the Membership Coordinator.
* **Organization** – an ideal candidate will be responsible for planning, preparing, and executing many Welcome Weeks events, workshops, etc.
* **Problem Solving** – when organizing events unexpected occurrences arise. An ideal candidate will demonstrate responsiveness and flexibility in light of circumstances.
* **Communication** – effective communication and listening in regard to interacting with new students as well as communicating with the GSA and fellow team members

Deadline for Accepting Applications: August 13th, 2021Submit cover letter & resumés (preferably as one document) to: jobs@gsacarleton.ca.**Job Description:**The GSA values employment and educational equality and welcomes applications from diverse groups including but not limited to: people impacted by gender oppression, Indigenous people, racialized people, people with disabilities and LGBTQQIA2S+.*Only those who are granted interviews will be contacted.*  |