SUMMER EMPLOYMENT OPPORTUNITY

Office of the Associate Dean, Students

April 29 – September 6, 2019

To all 1st year DVM Students

This is an open invitation for any DVM student currently in their 1st year of the DVM program to apply for a summer position in the Office of the Associate Dean, Students.

Reporting to the OVC Manager, Student Affairs (MSA). Duties of the position include (but are not limited to) the following:

**DVM Student Recruitment and Admissions**

- Organize & staff the DVM Multiple Mini Interviews
- Prepare admissions reports and statistics for the OVC Admissions Committee
- Re-vamp the OVC recruitment website
- Create and deliver content for activities such as Guelph Science Olympics, pre-veterinary day camps, etc.
- Perform tours for individuals and groups
- Update contacts for international pre-vet clubs and advisors, student press, comparative data related to recruitment and admissions for DVM students, and best practices in recruitment

**Student Life**

- Organize DVM Orientation activities and scheduling. Presence at some Orientation activities will be necessary, including Bark Lake ‘camp’
- Staff the Orientation Committee and hold meetings
- Recruit and train Phase 2 P2P1 Guides and assist the MSA in selecting the guides.
- Prepare, administer and summarize the results of the Qualtrics surveys for incoming DVM students. Allocate students into practice groups based on the results.
• Assist in organizing the Professional Welcome Ceremony, order all merchandise and ensure its timely delivery
• Assist in coordinating events (e.g. open houses, Convocation, Summer Career Opportunities & Research Exploration (CORE) Program, etc.)
• Assist in developing/updating SOPs for Student Affairs events and activities

Awards

• Assist in updating awards files
• Ensure consistency between online listings and files

Other related duties as required.

Hourly rate will be according to the guidelines provided by the University of Guelph for student employment. Please refer to: http://www.uoguelph.ca/hr/admins/student-wages

Hours of work: 8:30 - 4:30 (1 hour for lunch). Flexibility in hours of work will be required.

Qualifications: Applicants should have strong computer skills including knowledge of various Microsoft programs (e.g. Excel and Word). Excellent communication skills also required. Applicants should be very organized and have good problem-solving abilities. Web design and marketing skills would be a definite asset.

Based on position availability and the performance of the student, the selected candidate will be given first right of refusal for this position in summer 2019.

Please send your resumé, a cover letter, and the names and contact information of three references electronically to the attention of:

Elizabeth Lowenger; Manager, Student Affairs
lowenger@uoguelph.ca

Deadline: February 15, 2019 at 4PM