

# S.O.S.

STUDENT OBMUDSPERSON SERVICE

- QUESTIONS
- COMPLAINTS
- CONCERNS

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## EMPLOYMENT OPPORTUNITY

**Students' Orientation Services requires an**

### ASSISTANT DIRECTOR and ADMINISTRATIVE ASSISTANT

*Responsibilities include:*

- assisting with the general planning and implementation of orientation seminars for new students
- specific responsibility for the operation of One-day seminars
- assisting with leader training
- assisting the Director and Associate Director with general program administration
- preparation of a final report
- other duties as required

**NOTE:** Experiences with orientation and supervision of volunteers preferred, but not essential.

*Responsibilities include:*

- office reception, filing, typing
- receiving, recording, and confirming registrations for the summer orientation seminars
- assistance with the procurement and distribution of supplies and equipment for all seminars
- assisting the Director, Associate Director, and Assistant Director with general program administration
- preparation of a final report
- other duties as required

These positions offer full-time employment, from April 29, 1985 through September 6, 1985. Salary for the positions are currently under review.

Students' Orientation Services (S.O.S.E.) operates with a large base of student-volunteers who lead summer orientation seminars for students new to the University of Alberta. Successful candidates will be interested in and able to contribute to the quality of service provided, take direction from the Director and Associate Director, as well as balance a measure of professionalism with the necessary flexibility in dealing with volunteer leaders.

Due to the nature of the program, applicants must be prepared to devote their time and effort according to changing needs; this requires flexible schedules and general adaptability. Some volunteer time will be expected of the Assistant Director before the official start date of that position.

Individuals will only be considered for those positions for which they apply.

A letter of application and a detailed resume should be submitted to:

CHAIRPERSON  
SORSE Selection Committee  
Room 278  
Students' Union Building  
Phone: 432-5319

**DEADLINE FOR APPLICATION: April 9, 1985.**

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