



OVERVIEW

Executive Experience Officers (XEOs) are lead members of the SJU Student Ambassador Team within the Registrar's Office at St. Jerome's University. They report to the Manager of Outreach and Recruitment (and work in close collaboration with the Admissions & Recruitment Coordinator) to champion, envision, and implement outreach partnerships and initiatives while being the primary contact point, mentor, and coordinator for the Chief Experience Officers (CEOs).

XEOs are full-time, upper-year undergraduate SJU students – and "SJU students" are anyone who is academically co-registered with SJU and/or anyone who lives or has lived in our SJU Residence. The time commitment required for XEOs varies depending on the time of the term, but XEOs will be busy during the Experience Guide (XG) training week (5 – 10 hours) as well as the days leading up to a major recruitment event (such as an Open House or webinar). Students in other leadership roles are encouraged to discuss handling dual roles with both potential supervisors before committing to both.

RESPONSIBILITIES

As an XEO, you will be responsible for:

- **Mentoring** and **coordinating** the SJU Student Ambassador Team, including being point of contact for the CEOs in their work as well as **sharing** and **leveraging** your SJU outreach and recruitment expertise
- **Overseeing** the development of and **co-managing** (with the Admissions & Recruitment Coordinator and/or the Outreach and Recruitment Associate) the @SJUBelong social media account, content, and strategy
- **Partnering** with the planning, development, and coordination of online recruitment events as well as outreach partnerships and initiatives to creatively, meaningfully, and authentically connect with prospective students and the wider community
- **Creating** and **maintaining** a welcoming, inclusive environment all for the CEOs, XGs, prospective students and their support systems, as well as for your peers and colleagues across SJU-UW outreach and recruitment
- **Contributing to** and **championing** making SJU an increasingly inclusive and equitable community through being actively anti-racist and consciously decolonial
- **Embodying** the current SJU student perspective to honestly present SJU life and culture through all applicable mediums and to provide insight and experience to the SJU Registrar's Office on SJU's outreach and recruitment activities and initiatives
- **Exemplifying** engaged student leadership at SJU and being a mentor to your peers on the SJU Student Ambassador Team
- **Attending** weekly meetings and **staying on top of** CEO-related e-mail and MS Teams channels and action items



Please note: We are currently, and for the foreseeable future anticipate remaining so, operating in a virtual context due to the COVID-10 global pandemic. Should SJU open up in the Fall 2021 and/or Winter 2022 term, this may allow for the possibility of giving in-person tours on campus, and we would need people to be willing to give in-person tours as it becomes safe and appropriate to do so.

REQUIREMENTS

To be an XEO, you will need to be:

- a current, full-time, upper year undergraduate SJU student – that is, you must be academically co-registered with SJU and/or live or have lived in our SJU Residence!
- strongly committed to academic excellence.
- authentically proud of and enthusiastic for St. Jerome's University.
- knowledgeable about and willing to learn more about St. Jerome's University.
- able to offer an above-and-beyond experience to visiting guests, including prospective students, their support systems, as well as community partners and stakeholders.
- a team-player who is also capable of providing leadership to the team.
- fully commitment to the responsibilities of this leadership opportunity.

To be an XEO, you will need to have been either a CEO (Chief Experience Officer) and/or an ORA (Outreach and Recruitment Associate) with the SJU Registrar's Office (RO). The XEO position is a senior student leadership position in the SJU RO that expects familiarity with the SJU RO, its strategic mandate, as well as demonstrated success as part of its outreach and recruitment partnerships, projects, and initiatives.

COMPENSATION

The position of XEO is a volunteer position. In lieu of monetary compensation, XEOs will have the opportunity for professional and personal development at the local and provincial level, and they will improve their public speaking and multimodal communication skills as well as build up their résumé experiences, specifically with team management and project management experiences. They will also create networking relationships in the field of outreach, recruitment, and admissions. The XEO role is also ideal training grounds for the UW Liaison Officer position (should you choose to do that as a next step upon graduating from SJU). XEOs are recognized and celebrated for their time in this role, often with gratis but also with lifelong connections and leaving their fingerprints across the SJU Registrar's Office. Finally, XEOs will also receive upon successfully completing their time with us a Letter of Commendation from the St. Jerome's University Registrar's Office signed by the SJU Registrar and the Manager of Outreach and Recruitment for their career-ready portfolios.