

Campus and Community Engagement

Date	Activity	Purpose and Description	Learning Outcomes
2022 - 2023	Volunteer Orientation (Services for New Students)	Orientation is a key event and can make a world of difference to a student's success in their initial transition to university life. Volunteers assist in directing traffic and ensuring smooth flow throughout the several places where events and information desks are located, assist in the delivery of different events, welcome students into event spaces, provide any relevant documents or resources, act as secondary guides on a campus tour, and answering general questions about getting started at Concordia and assisting with set-up and takedown of the various kiosks and tables.	Being Adaptable & Flexible Collaboration & Team Work Creativity & Problem Solving Self-Awareness & Positive Attitude

A Guide to Concordia's Co-Curricular Record

Communications Skills

- Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
- Respond to written, spoken, or visual messages in a manner that ensures effective communication.
- Share information in a timely fashion

Being Adaptable & Flexible

- Manage multiple assignments and tasks, set priorities
- Adapt to changing conditions and work assignments
- Open to new ideas/ways of doing things
- Innovative and resourceful: identify and suggest alternative ways to achieve goals

Collaboration and Teamwork

- Work cooperatively with others
- Contribute to the achievements of group goals
- Overcome differing views and achieve positive outcomes
- React positively to feedback and direction from peers
- Support the participation of others willingly

Leadership & Management

- Inspire others to participate
- Take charge and manage your co-workers
- Accommodate the working styles of others
- Share information and supports common goals
- Facilitate groups discussions and decisions achieving group consensus where appropriate

Multicultural Awareness & Appreciation of Diversity

- Show sensitivity and awareness to other people and cultures
- Show respect for the diverse opinions, values, belief systems, and contributions of others.
- Educate community on cultural sensitivity to create inclusive communities
- Challenge the stereotypes and assumptions from others

Planning & Organizing

- Design, plan, organize, and implement projects and tasks within an allotted timeframe.
- Manage the use of time and other resources to complete projects
- Manage multiple assignments and tasks; set priorities
- Coordinates or delegates tasks to other committee or group member

Social Responsibility

- Champion or advocate for issues of concern
- Articulate student perspective and influences policy
- Show commitment to public life through community participation

Problem Solving

- Find solutions to problems using creativity, reasoning, and past experiences along with the available information and resources
- Apply a systematic approach to solve problems
- Use a variety of thinking skills to anticipate and solve problems

Self-Awareness & Positive Attitude

- Demonstrate ability to reflect on strength and weaknesses and learn from past experiences
- Demonstrate eagerness to learn a new skill or technique
- Exhibit drive and passion – demonstrates enthusiasm through their words and actions
- Exhibit positive role modeling

Digital Capabilities

- Demonstrate the ability to use web design and development software (e.g. Photoshop, Dreamweaver)
- Demonstrate the ability to manage a web server and utilize secure connection protocols.
- Demonstrate the ability to use faculty specific technical tools.
- Demonstrate the ability to create an effective database.

This is an official Co-Curricular Record. To confirm the authenticity of this record visit <https://synergy.concordia.ca/verify.htm> and enter the Authenticity Code:93856154125125269420

A handwritten signature in blue ink, appearing to read 'Andrew Woodall', written in a cursive style.

Andrew Woodall
Dean of Students

A handwritten signature in blue ink, appearing to read 'Graham Carr', written in a cursive style.

Dr. Graham Carr
President & Vice Chancellor