

# Orientation Coordinator (OC) | Position Description

*Updated Fall 2018*

## Overview:

- The Orientation Coordinators (OCs) are a group of six (6) student leaders who serve on the Orientation Core Team and share in the responsibility for planning, implementing the Orientation program for new Wellesley College students, inclusive of academic and social programming, the mentorship program, and communication and marketing efforts.
- This position is a calendar-year commitment and its responsibilities last from January 2019 through December 2019, with significant responsibility during student leader training and New Student Orientation weeks in mid-August through the start of classes.
- This position will gain valuable experience with the recruitment, selection, training, and supervision of a team of 60+ Orientation Mentors.
  - Orientation Mentors (OMs) (a separate position) are tasked with mentoring a group of new students before, during, and after Orientation through the end of the first semester; partnering with first-year faculty advisors; and executing Orientation Programming.
  - *Please note: The OM position is a combination of what were previously called Ask-Me Orientation Leaders and First-Year/Transfer Mentors*
- Supervision will be provided jointly by the Dean of First-Year Students and Advisor for New Student Programs in the Class Deans' Office.
- Specific details on timeline, responsibilities, qualifications are outlined below.

## Timeline

*The following are estimates of hours worked per week and are subject to change.*

- **Pre-Spring:**
  - (Optional) Participation in January Orientation (Thu, Jan 24 - Sun, Jan 27)
- **Spring:**
  - 3 hours per week (average)
    - E.g. hold weekly office hour in the Class Deans' Office, participate in student leader selection process, attend Core Team and Committee meetings, prepare for spring training
  - (Optional) Attend at NODA 2019 Region IX Conference (March 8-10, 2019) - SUNY College at Oneonta (Oneonta, NY) - travel, lodging and registration costs included.
- **Summer:**
  - 20 hours per week (Mon, Jun 17 - Fri, Aug 16)
    - Hours will be completed during regular business hours: Mon-Fri, 8:30am-4:30pm.
    - Responsibilities will be a combination of those listed below
  - 40 hours per week during Student Leader Training (Sat, Aug 17 - Sat, Aug 24) and New Student Orientation (Sun, Aug 25 - Mon, Sep 2)
    - Hours will vary based on programming needs
  - **Note:** there will be a vacation week from Mon, Jul 1 - Fri, Jul 5 and there may be some night and weekend obligations from August 10 through September 2.
- **Fall:**
  - 3 hours per week (average)

- E.g. hold weekly office hour, develop programs/workshops, prepare for and facilitate meetings, wrap up Orientation tasks, participate in performance evaluation, participate in selection process of 2020 Orientation Coordinators

## Responsibilities:

Through the selection and training process, each Orientation Coordinator will be assigned roles depending on their individual expertise and strengths - these roles will differ by OC. At a minimum, each OC will develop, implement and assess one large-scale Orientation event; coordinate and engage in communication with new incoming students and their families; and serve as a campus partner liaison with another office or department. In addition, OCs will be given the opportunity to take on other roles, such as technology, training development, and marketing. Because these responsibilities require proximity to those they supervise in the Fall semester, OCs will also be asked to rank their preferred neighborhoods for the 2019-2020 academic year and will be offered a neighborhood to reside in with a position offer (e.g. East Side, Tower Court Complex, and the Quint). They will be expected to live in that residential neighborhood for the 2019-2020 academic year. Below is a summary of potential responsibilities.

- **Program development**
  - Assist in the design and implementation of Orientation events to introduce new students to Wellesley in a way that supports their social, physical and intellectual well-being.
  - Contribute to the process of decision-making regarding Orientation, and assist in the assessment of Orientation programs, processes and events.
- **Supervision:**
  - Assist in the recruitment, selection, training and supervision of a team of Orientation Mentors in a residential neighborhood.
    - Participate in the student leadership selection process for the 2019 Orientation Mentors
    - Supervise an assigned group of 7-13 Orientation Mentors by providing recognition and feedback, supporting position expectations, and serving as a guiding resource.
    - Work with the rest of the Orientation Core Team in the development and delivery of training sessions to student leaders - including Spring and Fall Training
    - Provide ongoing supervision through leading regular meetings as part of the All-Mentor Meeting series.
    - Foster communication with your Orientation Mentors and be available to answer questions
- **Communication & Marketing**
  - Facilitate communication with incoming students, their parents, and College offices, regarding the Orientation program and other related issues.
  - Coordinate social media announcements and reply as needed to inquiries and messages from incoming students and family members.
  - Coordinate Orientation marketing and communications through tools used to connect with the Wellesley Class of 2023 using Facebook, Instagram, MyWellesley, Guidebook, the campus website, and Google groups.
  - Develop and present training sessions about Orientation week and related responsibilities for student leaders and Student Life staff.
- **Technology**
  - Manage data entry, list management, and calendar maintenance for the Orientation program via various platforms.
  - Manage Guidebook, our Orientation scheduling application, including but not limited to:
    - Maintaining a dynamic database of scheduling information

- Soliciting information from and working with campus partners
  - Uploading text, images, and relevant information regarding events
  - Creating push notifications for Orientation and student leader training
  - Posting bios and photos of presenters
- During Orientation, support technology needs for training sessions, workshops and presentations, and act as a liaison with professional staff in Library and Technology Services.
- **Collaboration:**
  - Meet regularly with an interdepartmental planning team to discuss goals, objectives and strategies.
  - Meet regularly with members of the Orientation Core Team
  - Meet 1-on-1 with staff members as required
- **Other:**
  - In conjunction with the rest of the Orientation Core Team, prepare and manage summer mailings, welcome packets, and other printed Orientation materials.
  - Perform office functions as required in the Class Deans' Office, including answering phones, responding to emails, planning events, completing data entry, and other duties as assigned.
  - Participate in the interview and selection process of the following year's Orientation Core Team

## Qualifications

- The ideal candidates will have a strong record of leadership (on or off Wellesley's campus), preferably working with first-year students in some capacity. The candidate will have a strong sense of self, an understanding of the College culture, and clear enthusiasm for this opportunity.
- Excellent communication and collaborative teamwork skills are essential. Computer skills, an interest in learning new skills, a creative spirit, and a sense of humor are highly desirable.
- Self-motivated, tech-savvy students with strong skills in social media, marketing, technology, and a genuine interest in finding solutions to technological challenges are encouraged to apply. Access to a reliable computer is beneficial.
- The Class Deans' Office and New Student Orientation Program are committed to equity, diversity and inclusion and encourage students from all backgrounds to apply.
- Students must be in good academic and disciplinary standing, in accordance with the Wellesley Student Handbook. More information: <https://www.wellesley.edu/advising/classdeans/handbook>.
- Candidates must be available and on the Wellesley campus for the entire 2019 calendar year to fulfill all responsibilities of the position, detailed above.

## Compensation & Benefits

- A room in a campus residence hall for the summer (beginning Sunday, June 2, 2019) - valued at \$1,500.
  - Note: students are expected to live in provided campus housing during the summer months.
- A stipend of \$2,000, to be paid in regular installments during the summer as responsibilities are fulfilled.
- "Vacation days" from Monday, July 1 - Friday, July 5 and three additional vacation days to be determined in conjunction with the staff. (No vacation days are permitted from August 1 through September 2)
- The opportunity to move into fall housing assignment prior to the opening of the halls for upperclass students
- Orientation branded apparel and giveaways.

- Significant experience in leadership development, including opportunities to build leadership skills, and assist in selection, training and supervision of student leaders.
- Opportunities to develop skills in event planning, time management, office organization, working on a team, marketing, social media management, financial management, and a greater understanding of College offices and systems.
- Opportunities to hone communication skills through public speaking, electronic and written correspondence, and active participation in meetings and collaborative processes.

## Contact Information

### New Student Orientation

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