

WELLESLEY COLLEGE

OFFICE OF THE DEAN OF FIRST-YEAR STUDENTS

Orientation Coordinator (OC) | 2020 Position Description

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 2020 through December 2020, 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.
- 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 23 - Sat, Jan 25)
- **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
 - Participation in OC Retreat (date TBD) - 1/2 day retreat during Spring Semester
 - (Optional) Attend NODA 2020 Region IX Conference (February 28 - March 1, 2020) - Manhattanville College (Purchase, NY) - travel, lodging and registration costs included.
- **Summer:**
 - 20 hours per week (Mon, Jun 22 - Fri, Aug 21)
 - Hours will be completed during regular business hours: Mon-Fri, 8:30am-4:30pm.
 - Responsibilities will be a combination of those listed below
 - **Note:** there is a vacation week for OCs from Mon, Jul 6 - Fri, Jul 10
 - 40 hours per week during Student Leader Training and New Student Orientation
 - *Exact dates TBD:* will be during the two weeks before classes begin on Tue, Sep 8
 - Hours will vary based on programming needs
 - **Note:** there may be some night and weekend obligations during these two weeks
- **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 2021 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 two large-scale and two small-scale Orientation events;
- Coordinate and engage in communication with new incoming students and their families;
- Serve as a campus partner liaison with (an)other office(s) or department(s).

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, OCs will also be asked to rank their preferred neighborhoods for the 2020-2021 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 2020-2021 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 2020 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 O-Team Meetings.
 - Foster communication with your Orientation Mentors and be available to answer questions

Communication, Marketing & Technology

- 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 2024 using Facebook, Instagram, YouTube, MyWellesley, the Orientation Store, Guidebook, and the campus website.
- 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

- Develop and present training sessions about Orientation week and related responsibilities for student leaders and Student Life staff.
- Manage data entry, list management, and calendar maintenance for the Orientation program via various platforms.
- 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 2020 calendar year to fulfill all responsibilities of the position, detailed above.

Compensation & Benefits

- A room in a campus residence hall for the summer (beginning Monday, June 1, 2020) - valued at \$1,500.
 - Note: students are expected to live in provided campus housing during the summer months, and there is no guarantee for type of housing provided (e.g. double vs. single, specific residential hall, etc.).
- A stipend of \$2,000, to be paid in regular installments during the summer as responsibilities are fulfilled.
- "Vacation days" from Monday, July 6 - Friday, July 10 and two additional vacation days to be used in the summer and determined in conjunction with the staff.
 - Note: No vacation days are permitted from August 3 through September 7
- 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

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