

# Cowell College Welcome Leader Volunteer Job Description • 2017-18

Please retain this job description after submitting your application for reference.

## **Introduction**

Welcome Leaders (WLs) assist new Cowell frosh and transfer students during Fall Welcome Week. WLs are essential in providing a smooth Move-In for students. They work cooperatively with residential and college staff to help new students become familiar with Cowell, the campus, and its resources.

Being a WL is a great opportunity to help new students, develop leadership skills, be a part of a fun and close-knit team, and contribute to student life at Cowell. The WL position involves several components: training this spring quarter (5-10 hours), Cowell Commencement this June (7 hours, for event experience), a full week of training before fall quarter (50-60 hours), and fall Move-In and Welcome Week (40-60 hours).

## **Some Welcome Leader Benefits!**

- Gain great leadership experience
- Early move-in for WLs living on campus
- \$50 gift certificate for the Bay Tree Bookstore
- UCSC Dining meals from Tuesday, Sept. 12 through Wednesday, Sept. 27
- Housing at Cowell point "bump"\*
- Cowell Student Life Team t-shirt
- Ticket to the Boardwalk Frolic (\$20 value)

\* Welcome Leaders are subject to the normal housing application process, but are given the "student leader" point.

## **Requirements of Applicants**

- Continuing Cowell student in good academic and judicial standing and who has demonstrated academic integrity
- Able to attend all sessions listed in the "Dates and Deadlines" section below

## **Job Requirements**

- Familiarity with Cowell College and UCSC
- Strong communication skills; effective group facilitator
- Ability to work on many projects at the same time
- Maturity and responsible decision-making
- Ability to work well in a team
- Willingness to take initiative
- Reliability
- Creativity

## **Welcome Leader Duties**

- Welcome and orient new Cowell frosh and transfer students to the college and UCSC
- Provide support to students and guests during Move-In
- Plan and staff college Welcome Week events
- Participate in the production of *Cowell Night Live* show, in acting roles or behind-the-scenes support
- Staff the Cowell Information Table; provide directions, support and campus tours
- Escort students to events
- Create signs, decorations and publicity for Welcome Week activities
- Set-up and clean-up event facilities
- Help at Cowell Commencement 2017 (Sat., June 17) – involves moving out late, special exceptions considered

*Continued on reverse ...*

**Dates and Deadlines – You must be able to attend all sessions listed\*\***

**Spring Dates:**

- |   |   |
|---|---|
| • <b>Fri. Apr. 7</b> (12 noon)            | Application Deadline                                  |
| • <b>Mon. Apr. 17 &amp; Tues. Apr 18</b>  | Group Interview Sessions (3 options, attend only one) |
| • <b>Wed. Apr. 19 &amp; Thurs. Apr 20</b> | Individual Interview Sessions (20 minutes, by signup) |
| • <b>Mon. May 8</b> (8-9:30pm) **         | WL Mixer and Team Building                            |
| • <b>Mon. May 15</b> (8-9:30pm) **        | WL Training Session                                   |
| • <b>Mon., May 22</b> (8-9:30pm) **       | Mixer with 2017-18 Resident Assistants                |
| • <b>Sat. June 17</b> (9:30am-5pm)        | Assist at Cowell Commencement (exceptions considered) |

**Summer/Fall Dates:**

- |  |  |
|--|--|
| • <b>Mon. Sept. 11</b>                       | Move-In day for WLS residing on-campus       |
| • <b>Sept. 12 - Sept. 21</b> (some evenings) | WL Training & Welcome Week prep (M-F)        |
| • <b>Sept. 22 - Oct 1</b>                    | Support Cowell Move-In & Welcome Week events |

*\*\* If you have a UCSC class conflict with a May required session, contact us to discuss your eligibility to apply.*  
**Plan NO other commitments from Tuesday, Sept. 12 through Sunday, Oct. 1.**

All Cowell students are eligible to apply to be a Welcome Leader, regardless of where you will live next year. If you plan to apply to live in university housing next year, mark your calendar to apply during the Priority Housing Application Period for continuing students: April 17-24, 2017. See [housing.ucsc.edu/priority](http://housing.ucsc.edu/priority) for more information.

A Welcome Leader applicant has their academic standing, judicial standing, and academic integrity status checked during application review, and community leadership input is solicited.

**Submit application by Friday, April 7, 12 noon to:**

Cowell Programs Office  
Room 133 (top end of hallway that runs past the Cowell Coffee Shop)

Mark your calendar for:

Group Interviews: Mon. 4/17 3:30-5pm, Mon. 4/17 8-9:30 pm, or Tues. 4/18 7:30-9pm

Individual Interviews: Wed. 4/19 & Thur. 4/20 (times vary)

**Questions & Info, Contact:** Kara Snider, [klea@ucsc.edu](mailto:klea@ucsc.edu) or (831) 459-4655