

2012-13 Cowell College Orientation Leader Volunteer Job Description

Please retain this job description after submitting your application

Introduction

Orientation Leaders (OLs) assist new Cowell frosh and transfer students during Fall Welcome Week. OLs are central in providing a smooth Move-In for students and work cooperatively with the residential and college staff to help new students become familiar with Cowell, the campus, and its resources. OLs also help with Cowell programs throughout the year.

Being an OL 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 OL position involves advance training this spring quarter (6-10 hours), helping at Cowell Commencement this June (7 hours), pre-fall quarter training week (50-60 hours), and fall Move-In and Welcome Week endeavors (40-60 hours). We welcome your interest in this important role.

Requirements of Applicants

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

What Qualities Do You Need to be a Cowell Orientation Leader?

- Familiarity with Cowell College and UCSC
- Strong communication skill; 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 environment
- Willingness to take initiative
- Reliability
- Creativity

Orientation Leader Duties

- Welcome and orient new Cowell frosh and transfer students to the college and to UCSC
- Provide support to students and guests during Move-In
- Plan and staff college Welcome Week events, such as Orientation Team gatherings, Movie on Parrington, Scavenger Hunt, Dance, Welcome BBQ, and many more
- Participate in the production of *Cowell Night Live*, in acting roles or behind-the-scenes support
- Escort students to events: such as Placement Exams, Academic Advising sessions, other events
- Staff the Cowell Information Table during Welcome Week; provide directions and support
- Create signs, decorations and publicity supporting Orientation activities
- Set-up and clean-up event facilities
- Design the custom Student Life Team T-shirt (OLS and RAs)
- Co-plan with OLs one event during the year
- Help at Cowell Commencement 2012 (Sat., June 16 – involves moving out late), special exceptions considered
- Staff one Spring Spotlight Info Table shift (April 2013)

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

- **Wed., Apr. 11** (4pm) Application Deadline
- **Mon, Apr 23** (6-7:30pm or 8-9:30pm) Group Interview Sessions (attend only one)
- **Tues., Apr. 24 & Wed, Apr 25** (times vary) Individual Interview Sessions
- **Mon., May 14** (7-10pm) OL Mixer and Team Building* / OL Spring Training*
- **Mon., May 21** (7-9pm) Mixer for 2012-13 OLS and RAs*
- *If you have a UCSC class that conflicts with a May required session, contact us to discuss your eligibility to apply.*
- **Sat., June 16** Assist at Cowell Commencement (exceptions considered)
- **Weds., Sept. 12** Move-In for OLS residing on-campus
- **Thurs.-Thurs., Sept. 13-20** (9am-9pm) Orientation Leader Training (make no other commitments!)
- **Fri.-Sun., Sept. 21-23** (all day / eve) Cowell Move-In days (make no other commitments!)
- **Fri., Sept. 21 - Sun., Sept. 30** Support Fall Welcome Week (and later) events

Some Orientation Leader Benefits

- Gain great leadership experience
 - Priority housing at Cowell*
 - Early move-in for OLs living on campus
 - Meals from dinner Wed, Sept. 12 - Wed, Sept. 26
 - \$50 thank-you gift certificate for the Bay Tree Bookstore
 - Cowell Student Life Team t-shirt
 - Ticket to the Boardwalk Frolic
- * OLs are subject to the normal housing application process, but are given the highest housing priority within their class level.*

Mark your calendar:

Application Deadline: Wednesday, April 11 (4pm)

Group Interviews: Mon., April 23 (6-7:30pm or 8-9:30pm)

Individual Interviews: Tues. April 24 & Wed., April 25 (times vary)

Return application to:

Student Life Office (below Dining Hall)

Each applicant's academic and judicial standing is checked during application review.
Contact Karen Hilker at hilker@ucsc.edu or (831) 459-2255.