

# Cowell College Welcome Leader Volunteer Job Description • 2014-15

Please retain this job description after submitting your application

## 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 endeavors: advance training this spring quarter (5-10 hours), Cowell Commencement this June (7 hours), a full week of training before fall quarter (50-60 hours), and fall Move-In and Welcome Week (40-60 hours).

## 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 Welcome Leader?

- 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 environment
- Willingness to take initiative
- Reliability
- Creativity

## Welcome 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
- 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 supporting Welcome Week activities
- Set-up and clean-up event facilities
- Design the custom Student Life Team T-shirt (WLs and RAs)
- Help at Cowell Commencement 2014 (Sat., June 14) – involves moving out late, special exceptions considered
- Staff one Spring Spotlight Info Table shift (April 2015)

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

### Spring Dates:

- |   |   |
|---|---|
| • Fri., Apr. 4 (12 noon)  | Application Deadline                                  |
| • Wed, Apr 9 (6-7:30 or 8-9:30pm)   | Group Interview Sessions (attend only one)            |
| • Tues., Apr. 15 & Wed, Apr 16 (times vary)   | Individual Interview Sessions (20 minutes)            |
| • Wed., Apr. 30 (8-9:30pm)  | WL Mixer and Team Building*                           |
| • Wed., May 7 (8-9:30pm)  | WL Training Session*                                  |
| • Wed., May 14 (7-9pm) *  | Mixer for 2014-15 WLs and RAs teams                   |
| * If you have a UCSC class that conflicts with a May required session, contact us to discuss your eligibility to apply. |   |
| • Sat., June 14 (9:30am-5pm)  | Assist at Cowell Commencement (exceptions considered) |

### Summer/Fall Dates:

- |  |  |
|--|--|
| • Wednesday, Sept. 17                  | Move-In for WLs residing on-campus                   |
| • Thurs.-Thurs., Sept. 18-25 (9am-9pm) | Welcome Leader Training (make no other commitments!) |
| • Fri.-Sat., Sept. 26-27 (all day/eve) | Cowell Move-In days (make no other commitments!)     |
| • Fri., Sept. 26 - Sun., Oct. 5        | Support Fall Welcome Week (and later) events         |

**Some Welcome Leader Benefits**

- Gain great leadership experience
- Housing at Cowell point “bump” (see below)
- Early move-in for WLs living on campus
- Meals from dinner Wed, Sept. 17 - Wed, Oct. 1
- \$50 gift certificate for the Bay Tree Bookstore
- Cowell Student Life Team t-shirt
- Ticket to the Boardwalk Frolic

*WLs are subject to the normal housing application process, but are given a “student leader” point.*

**Mark your calendar:**

Application Deadline: Friday, April 4 (12 noon)

Group Interviews: Wednesday, April 9 (6-7:30pm or 8-9:30pm)

Individual Interviews: Tues. April 15 & Wed., April 16 (times vary)

**Submit application to:**

Cowell Programs Office

Room 133 (top end of hallway that runs past the

Cowell Coffee Shop)

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