

# Cowell College Welcome Leader Volunteer Job Description • 2015-16

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, for event experience), 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

## 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 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
- Help at Cowell Commencement 2015 (Sat., June 13) – involves moving out late, special exceptions considered
- Staff one Spring Spotlight Info Table shift (April 2016)

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

### Spring Dates:

- |                                             |                                                       |
|---------------------------------------------|-------------------------------------------------------|
| • Fri., Apr. 3 (12 noon)                    | Application Deadline                                  |
| • Mon, Apr 13 (6-7:30 or 8-9:30pm)          | Group Interview Sessions (attend only one)            |
| • Tues., Apr. 14 & Wed, Apr 15 (times vary) | Individual Interview Sessions (20 minutes)            |
| • Mon., Apr. 27 (8-9:30pm) *                | WL Mixer and Team Building                            |
| • Mon., May 4 (8-9:30pm) *                  | WL Training Session                                   |
| • Wed., May 13 (7-8:45pm) *                 | Mixer for 2015-16 WLs and Resident Assistants         |
| • Sat., June 13 (9:30am-5pm)                | Assist at Cowell Commencement (exceptions considered) |

### Summer/Fall Dates:

- |                                    |                                                   |
|------------------------------------|---------------------------------------------------|
| • Sat-Mon., Sept. 5-7              | Move-In for WLs residing on-campus                |
| • Tues.-Wed., Sept. 8-16 (9am-9pm) | Welcome Leader Training                           |
| • Thurs.-Sun, Sept. 17-27          | Support Cowell Move-In & Fall Welcome Week events |

\* If you have a UCSC class that conflicts with a April/May required session, contact us to discuss your eligibility to apply.  
Plan NO other commitments from Tuesday, Sept 8 through Sunday Sept 20 (except a free day, Sunday 9/13).

### **Some Welcome Leader Benefits**

- Gain great leadership experience
- Housing at Cowell point “bump” \*\*
- Early move-in for WLs living on campus
- UCSC Dining meals from dinner Monday, Sept. 7 through Wednesday, Sept 23
- Cowell Student Life Team t-shirt
- \$50 gift certificate for the Bay Tree Bookstore
- Ticket to the Boardwalk Frolic (\$20 value)

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

### **Mark your calendar:**

Application Deadline: Friday, April 3 (12 noon)

Group Interviews: Monday, April 13 (6-7:30pm or 8-9:30pm)

Individual Interviews: Tuesday, April 14 & Wednesday, April 15 (times vary)

Want to live in university housing next year? Mark your calendar to apply during the Priority Housing Application Period for continuing students: April 13-20, 2015.

**Submit application by Friday, April 3, 12 noon:**

Cowell Programs Office

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

Welcome Leaders’ academic and judicial standing is checked during application review, and community leadership input is solicited.  
Contact Karen Hilker at hilker@ucsc.edu or (831) 459-2255 for more info.