

Cowell College Welcome Leader Volunteer Position Description • 2018–19

Please retain this position description for reference, after submitting your application.

Deadline to apply: **TUESDAY, FEBRUARY 27, 12 noon**

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 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), 2 full weeks of training before fall quarter (60-80 hours), and fall Move-In and Welcome Week (40-60 hours).

Some Welcome Leader Benefits!

- Housing at Cowell point "bump"*
- Cowell Student Life Team t-shirt
- \$50 gift certificate for the Bay Tree Bookstore
- UCSC Dining meals from Monday, Sept. 10 through Wednesday, Sept. 26
- Early move-in for WLs living on campus
- Gain great leadership experience
- Boardwalk Frolic ticket or Flexi dollars (\$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

Position Requirements

- Familiarity with Cowell College and UCSC
- Strong communication skills; effective group facilitator
- Ability to work on multiple 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 facilitate 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 2018 (Sat., June 16) – involves moving out late, special exceptions considered

Continued on reverse ...

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

Application/Interview Dates:

- **Tues., February 27** (12 noon) Application Deadline
- **Wed., March 7 & Thurs., March 8** Group Interview Sessions (3 options, attend only one)
- **March 12-15** Individual Interview Sessions (20 min. by assignment)

Spring Training/Work Dates:

- **Mon., April 9, 23, & May 7** (8-9:30pm) ** WL Mixer, Team Building, Training, all 3 dates
- **Wed., May 14** ** Mixer with 2018-19 Resident Assistants
- **Sat. June 16** (9:00am-4pm) Assist at Cowell Commencement
(exceptions considered, please inquire)

Fall Dates:

- **September 8 – 10** Move-In for WLS residing on-campus
 - **September 11 – 21** (some evenings) WL Training & Welcome Week prep (M-F)
 - **September 22 – 30** Support Cowell Move-In & Welcome Week events
- Please plan NO other major commitments from Tuesday, Sept. 11 through Sunday, Sept. 30.**

*** If you have a UCSC class conflict with a spring required session, please contact us to discuss your eligibility to apply.*

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 16-23, 2018. See 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 TUESDAY, FEBRUARY 27, 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: Wed. 3/7 3:30-5pm, Thurs. 3/8 4:30-6 pm, or Thurs. 3/8 6:30-8pm
Individual Interviews: March 12-15 (times vary, assignments made based on availability)

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