2019 Student Coordinator: Application Information

New Student Programs is looking for nine hard working, humble, and enthusiastic student leaders willing to help coordinate programs and events and serve as ambassadors of Emory to incoming students.

How to Apply

1. Carefully read the position description as well as the selection and training timeline so you are familiar with all responsibilities and expectations associated with the position.
2. Thoroughly complete all portions of the application.
3. Submit your completed application no later than Wednesday, October 18 at 11:59 p.m. Late applications will not be accepted; incomplete applications will not be considered.
4. If selected for an individual interview, you will be contacted to sign-up for an interview slot. Signing up for an individual interview should be completed by 11:59 p.m. on October 31 or you will forfeit your opportunity to interview. Interviews will be held November 7-9.
5. Applicants will be notified of final decisions by 5:00 p.m. on Friday, November 18.

Mission and Purpose

New Student Programs equips students with the knowledge, skills, and connections to begin or continue their Emory education.

We coordinate programs for first-year students, transfer, students, and their family members. We also support Oxford College graduates in their transition to the Atlanta campus.

The New Student Orientation program is a collaboration between Emory College of Arts and Sciences and Emory Campus Life to prepare students for their future in the Emory University learning community.
What You’ll Do
The Student Coordinator position plays an integral role in the planning, coordination, and execution of all programs and initiatives for new students and family members entering Emory College of Arts and Sciences. The Student Coordinator team is comprised of nine members who work directly with professional staff members as well as students and administrators across campus.

As a Student Coordinator you will be challenged to think critically about the holistic transition experience for new students and their families. While you will be working among a team of dedicated student leaders to coordinate an integrated Orientation experience, you will be assigned a specific role to guide the focus of your work.

The following opportunities on the Student Coordinator team are as follows:

- First-Year Student Coordinators
  - Leader Training and Development (2 Positions Available)
  - Orientation Programming (3 Positions Available)
  - New Student Communications (1 Position Available)
  - New Student Traditions (1 Position Available)
- Oxford Student Coordinators (1 Position Available)
- Transfer Student Coordinator (1 Position Available)

Responsibilities for ALL Student Coordinators include:

- Student Coordinators must be present for all scheduled training including but not limited to the February Student Coordinator retreat, spring ECS 100: Peer Mentoring & Leadership course, spring staff training, and August training.
- Hold one office hour each week during the Spring 2019 semester.
- Be available to communicate and complete assigned tasks during summer 2019.
- Must be in good academic and disciplinary standing for the 2019 spring, summer, and fall semesters.
- Maintain a cumulative GPA of 3.0 or higher.

All First-Year Student Coordinators will have the following responsibilities:

- Assist with the recruitment and selection of the 2019 Orientation Leader team, including attending applicant information sessions, leading marketing and outreach efforts, reviewing applications, and participating in interviews.
- Strive to recruit a diverse student staff reflective of the institution.
- Support the execution of Orientation Leader training during spring, summer, and August.
- Lead a small group of orientation leaders through training and Orientation to effectively complete logistical tasks during orientation such as event set-up, tear down, crowd control, etc.
- Hold peers accountable to the expectations of their role as Orientation Leaders.
- Serve as liaisons and points of communication for campus guests.
- Serve as liaisons to university departments and community partners.

Oxford and Transfer Student Coordinator details are listed under individual position responsibilities.
What We Look For

● Hard working, humble, and enthusiastic leaders.
● Flexibility and adaptability.
● Ability to maintain a positive attitude during commitments and “high-stress” situations.
● Ability to recognize and maintain appropriate boundaries in relationships.
● Active modeling and encouragement of ethical behavior.
● Ability to recognize the diversity of students in transition and work to meet the various needs of students.
● The recognition of one’s own limits/boundaries in helping relationships with students and ability to make timely and appropriate referrals.
● Ability to foster respectful and supportive relationships with staff and faculty.
● A striving to understand training, information, and methods of support for new students.
● Passion for Emory University and about new students’ needs.

What You’ll Gain

● Play a substantial role in the experience of all undergraduate students starting college on the Atlanta campus.
● Grow, learn, and enhance interpersonal and leadership skills in the areas of event planning, working with faculty and staff, peer supervision, and team management.
● Opportunity to meet and network with current administrators and students.
● Increased knowledge of Emory University.
● Good times, great company, and fun! #orientationsgreat
Individual Student Coordinator Position Responsibilities

First-Year Student Coordinators

Leader Training and Development (2)
- Assist in planning the spring retreat for Orientation Leaders.
- Coordinate the content, distribution, and completion of summer training modules for Orientation Leaders.
- Work with professional staff to finalize the August training schedule and content, including training materials (such as worksheets, binder materials, etc.).
- Support the implementation and execution of Orientation Leader training during the spring semester, summer, and August.
- Prepare other First Year Coordinators to lead a small group of orientation leaders through training.
- Plan OL Team Development and appreciation initiatives.

Orientation Programming (3)
- Assist with the planning and execution of programs for new students, including all evening programs: Emory After Dark, Rec the Night, Ice Cream Social, Dive-In Movie, Best in Show, Wellness Wednesday, and population specific meet-ups.
- Brainstorm ideas for existing and/or new programs and events.
- Serve as liaisons and points of communication for campus partners and vendors.

New Student Communications (1)
- Assist in creative strategy and implementation of communications for new students
- Assist in development of onboarding materials and online orientation experiences for new students
- Contribute the ‘student-voice’ to the various New Student Program communication channels (social media, website, etc.)
- Serve as primary point of Student contact for OLs, including but not limited to emails, engagement touchpoints, logistics communication, etc.
- Students applying for this position should have demonstrated communication experience and be able to work in Atlanta during Summer 2019

New Student Traditions (1)
- Assist with the planning and execution of programs for new students, including Coke Toast, Class Photo, Welcome Wagon, and First Day of Classes.
- Recruit and lead a team to coordinate the EMORY letters.
- Brainstorm ideas to enhance spirit and tradition in the new student experience.
- Serve as liaisons and points of communication for campus partners and vendors.
Oxford Student Coordinators (1)
- Assist in planning and execution of events for Oxford students continuing to the Atlanta campus, including but not limited to January Connections, Spring Expo, and Fall Welcome.
- Assist in development of resources to equip students with the knowledge and skills to have a successful transition.
- Create and execute spring and summer communication efforts for Oxford second-year students.
- Identify opportunities to engage students that have already transitioned to the Atlanta campus in programming.
- Position will have limited fall semester responsibilities to assist with the continued transition of Oxford students.

Transfer Student Coordinator (1)
- Assist in planning and execution of New Student Orientation events for transfer students, including but not limited to Transfer Welcome, academic sessions, and social programs.
- Assist in development of communication and resources to equip transfer students with the knowledge and skills to have a successful transition.
- Assist in recruitment and selection of a group of Transfer Leaders.
- Lead group of Transfer Leaders through training, summer engagement responsibilities, and New Student Orientation.
- Assist with development of PACE 201.
- Position will have limited fall semester responsibilities to assist with the continued transition of Oxford students.
### Time Commitment

You are expected to participate in all of the events below. Though unlikely, dates are subject to change. Any changes will be communicated in a timely manner.

<table>
<thead>
<tr>
<th>Fall 2018</th>
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<tbody>
<tr>
<td><strong>Welcome Meeting!</strong></td>
<td>November</td>
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<tr>
<td><strong>Individual Meetings with Orientation Staff</strong></td>
<td>November</td>
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<tr>
<td><strong>Student Coordinator Social Meeting</strong></td>
<td>December (Reading Day)</td>
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<tr>
<th>Spring 2019</th>
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<tr>
<td><strong>Connections (Oxford Program)</strong></td>
<td>Monday, January 14&lt;sup&gt;th&lt;/sup&gt; 8:00 AM – 5:00 PM</td>
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<td><strong>Student Coordinator Dinner</strong></td>
<td>Monday, January 14&lt;sup&gt;th&lt;/sup&gt;</td>
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<td><strong>ECS 100: Peer Mentoring &amp; Leadership Course</strong></td>
<td>Mondays from 4:00 PM – 6:00 PM</td>
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<td><strong>ECS 100 Third Hour</strong></td>
<td>Weekly</td>
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<td><strong>Orientation Leader Application Available Online</strong></td>
<td>Friday, February 1&lt;sup&gt;st&lt;/sup&gt; at NOON</td>
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<td><strong>Orientation Leader Information Sessions</strong></td>
<td>Late January, Early February</td>
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<td><strong>Student Coordinator Retreat</strong></td>
<td>Friday, February 8&lt;sup&gt;th&lt;/sup&gt; – Sunday, February 10&lt;sup&gt;th&lt;/sup&gt;</td>
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<td><strong>Orientation Leader Applications Due</strong></td>
<td>Friday, February 15&lt;sup&gt;th&lt;/sup&gt; at NOON</td>
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<td><strong>OL Application Review</strong></td>
<td>Saturday, February 16&lt;sup&gt;th&lt;/sup&gt; – Sunday, February 24&lt;sup&gt;th&lt;/sup&gt;</td>
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<td><strong>Orientation Leader Interviews</strong></td>
<td>Friday, March 1&lt;sup&gt;st&lt;/sup&gt; – Sunday, March 3&lt;sup&gt;rd&lt;/sup&gt;. ALL DAY</td>
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<td><strong>Selection Meeting</strong></td>
<td>Monday, March 4&lt;sup&gt;th&lt;/sup&gt; (during and after class time)</td>
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<td><strong>Applicants Notified</strong></td>
<td>Wednesday, March 6&lt;sup&gt;th&lt;/sup&gt;</td>
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<td><strong>Orientation Leader Spring Retreat</strong></td>
<td>Late March</td>
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<th>Summer/Fall 2019</th>
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<tr>
<td><strong>Regular Email Communication and Check-Ins with Professional Staff</strong></td>
<td>May-August</td>
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<td>Event</td>
<td>Dates and Details</td>
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<td>August Student Coordinator Training</td>
<td>Tuesday, August 13&lt;sup&gt;th&lt;/sup&gt; (report at 9:00 a.m.) – Thursday, August 15&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>Orientation Training</td>
<td>Sunday, August 18&lt;sup&gt;th&lt;/sup&gt; (report at 8:30 a.m.) – Thursday, August 22&lt;sup&gt;nd&lt;/sup&gt;</td>
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<td>Welcome Wagon &amp; Orientation Set-Up</td>
<td>Friday, August 23&lt;sup&gt;rd&lt;/sup&gt;</td>
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<td>2019 New Student Orientation</td>
<td>Saturday, August 24&lt;sup&gt;th&lt;/sup&gt; – Tuesday, August 27&lt;sup&gt;th&lt;/sup&gt; (First Day of Class: Wednesday, August 28&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Week(s) of Welcome (Includes Student Activities Fair, Dive-In Move, Best in Show, and additional events)</td>
<td>Wednesday, August 28&lt;sup&gt;th&lt;/sup&gt; – Saturday, September 6&lt;sup&gt;th&lt;/sup&gt;</td>
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