



2021 POSITION DESCRIPTION

Student Coordinator

Thank you for your interest in the Student Coordinator position.

New Student Programs is looking for eight hard working, humble, and enthusiastic student leaders willing to help coordinate programs and events and serve as ambassadors of Emory to incoming students. **The Student Coordinator position term is Spring 2021 - Fall 2021.**

MISSION + 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.

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.

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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 eight self-motivated and driven members who work directly with professional staff members as well as fellow 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.

AVAILABLE POSITIONS

Student Coordinators are assigned roles based off both interest and strengths. You will have the ability to apply for and rank the specific positions. Please note, you may be selected for a position you do not originally indicate as a primary interest. The available positions for the upcoming cycle are listed below.

FIRST-YEAR SC POSITIONS

**Leader
Development
and Training**

2 POSITIONS

**Orientation
Communication
and Operations**

2 POSITIONS

**Orientation
Programming**

3 POSITIONS

TRANSFER SC POSITION

**Transfer
Student
Coordinator**

2 POSITIONS

RESPONSIBILITIES

The following responsibilities apply to all Student Coordinator positions.

- Student Coordinators must be present for all scheduled training including but not limited to the January 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 2021 semester.
- Be available to communicate and complete assigned tasks during summer 2021.
- Must be in good academic and disciplinary standing for the 2021 spring, summer, and fall semesters.
- Maintain a cumulative GPA of 3.0 or higher.
- Assist with the recruitment and selection of the 2021 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.

WHAT YOU CAN GAIN

While each Student Coordinator alum has a unique experience, our goal is that students are able to leave the program with a set of transferable skills that translate into next steps after Emory.

Becoming a Student Coordinator should be viewed as the height of your involvement with New Student Programs, meaning you will be able to leave with the skills to take into new leadership roles and opportunities.

Our goal is that students will gain the following from the Student Coordinator experience:

- 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, collaboration, 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



POSITION-SPECIFIC RESPONSIBILITIES

Leader Development and Training

The primary goal of this position is to assist in the development and execution of Orientation Leader training and development. Responsibilities will include:

- 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 Communications and Operations

The primary goal of this position is to assist in the development and execution of materials related to preparing students for Orientation. Responsibilities will include:

- Collaborate with New Student Programs Staff on the execution of various staple Orientation programs.
- Assist in creative strategy and implementation of communications for new students
- Assist in development of on-boarding materials and online orientation experiences for new students including, but not limited too, Emory Essentials, New Student Webinars, etc.
- Contribute the 'student-voice' to the various New Student Program communication channels (social media, website, etc.)
- Brainstorm ideas to enhance spirit and tradition in the new student experience.



POSITION-SPECIFIC RESPONSIBILITIES (CONTINUED)

Orientation Programming

The primary goal of this position is to assist in the planning and execution of various social programs during Orientation. This includes all evening programming. Responsibilities will include:

- 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.
- Coordinate two Welcome Wagon programs.
- Brainstorm ideas for existing and/or new programs and events.
- Serve as liaisons and points of communication for campus partners and vendors.
- Recruit and lead a team to coordinate the various logistics during Orientation social programming (i.e. EMORY Letters).

Transfer Student Coordinator

The primary goal of this position is to ensure incoming Transfer students have a positive and memorable Orientation experience. Responsibilities will include:

- 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.

WHAT WE LOOK FOR

Our hope and goal is that each Student Coordinator feels able to make the position there own, bringing with them a unique skill-set to their position.

This being said, we do look for the following foundational qualities in candidates for this role:

- 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.



TIME RESPONSIBILITIES

The following dates are **commitments to be aware of** for the Student Coordinator position.

Please note, many dates are tentative pending announcements and updates regarding the Spring/Summer/Fall Planning. Should you have any questions about these dates or if you know you have conflicts, please contact Becca Shetty at rebecca.shetty@emory.edu as soon as possible.

FALL 2020

Student Coordinator Interviews

- October 22-26: Applicants will be invited to sign-up for a 30 minute interview time.

Team Welcome Event

- ~1 Hour Meet-and-Greet

SPRING 2021

ECS: 100 - Peer Mentoring and Leadership Course + Team Building Retreat

- January - May: 2 Hour Class Meeting Weekly
- January: SC Team Building Retreat (2-3 Days)

Orientation Leader Recruitment and Selection

- January/February: Host Information Sessions and Recruitment Meetings
- February/March: Conduct Application Review (Flexible)
- March: Conduct Orientation Leader Interviews (~8-10 Hours Total)
- March/April: Help Plan and Execute OL Spring Retreat Experience (1 day)

Spring Office Hours and Staff Check-In Meetings

- ~1 Hour Check-In a Week
- 1 Additional Weekly "Office Hour"

SUMMER/FALL 2021

Staff Individual and Team Check-Ins

- May-July | Depending on role, 2-4 Meetings a Month (Flexible)

Fall Student Coordinator Training

- August: 3-4 Days preceeding Orientation Leader Training

Fall Orientation Leader Training

- August: 3-4 Days preceeding the start of Orientation

Orientation

- 3-4 Days leading up the beginning of classes

Please note, All time frames above are subject to change and are determined by a number of factors including overall Orientation planning, staff and team availability, and University priorities. Any changes will be discussed and communicated in a timely manner.

Detailed schedules will be available as soon as possible.



READY TO JOIN THE TEAM?

HOW TO APPLY

- 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.
- Thoroughly complete all portions of the application. The application consists of a series of short answer essay responses along with submitting a recent resume.
- Submit your completed application no later than **Wednesday, October 14 at 11:59 PM**. Late applications will not be accepted; incomplete applications will not be considered.
- 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 PM on Tuesday, October 20 or you will forfeit your opportunity to interview. Interviews will be held October 22 through 26.
- Applicants will be notified of final decisions by 5:00 PM

We look forward to reviewing your application to be a Student Coordinator!

If you have any further questions related to the SC position or selection process please feel free to reach out to the contact information listed to the right.

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