2014 Orientation Planning Team Application Information

Orientation Staff Overview: The Orientation Planning Team, along with the Coordinator for New Student and Family Programs, the Orientation Graduate Intern, and the Office of Student Development staff, work collaboratively to plan and implement three new student programs at Marquette University: Winter Orientation, Preview, and New Student and Family Orientation. The Orientation Planning Team will consist of four (4) student coordinators: Community Coordinator (1), Family Coordinator (1), Personnel Coordinator (1), and Special Events Coordinator (1). See descriptions inside for more details.

Application Process

The application for the Orientation Planning Team can be found on Marquette Involvement Link at:
https://marquette.collegiatelink.net/form/start/32643

The form on Marquette involvement link includes submission of the applicant’s:

- Application Form
- Resume
- Three (3) Essay Questions
- Names of two (2) references to whom the applicant will e-mail the Online Reference Form

ALL completed application materials are to be submitted on Marquette Involvement Link by **noon on Monday, November 11, 2013**. It is the responsibility of the applicant to ensure that two reference forms are complete and submitted at www.tinyurl.com/referOPT by this deadline.

For questions please contact:
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Office of Student Development
Alumni Memorial Union, 329
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Caitlin.wozniak@marquette.edu
2014 Orientation Planning Team
Terms of Employment

Position Requirements:

Required: Applicants must be full-time undergraduate Marquette University students, studying in Milwaukee from the time of submitting the application, through early September 2014. Selected applicants will be in good academic and disciplinary standing at the time of their selection and throughout their work with New Student Programs. Grade point average will be considered as part of the selection process; typical candidates will have a cumulative grade point average of 2.5 or higher. Candidates should also demonstrate experience leading peers at the college level.

Preferred: Previous experience working with large campus programs and/or new student programs. Preference will be given to candidates with at least two full years of college experience prior to applying.

Employment Period: Orientation Planning Team will be employed from Monday, January 7, 2014 – Saturday, August 30, 2014.

Time Commitment: Attendance is required for all staff training in the spring (April and May), Preview training events (early June), four Preview sessions (mid-late June), all-staff training (mid-August), and New Student and Family Member Orientation (late August). Participation may also be preferred at a leadership retreat in mid-May. Some evening and weekend work is required, especially in preparation for and during training and New Student Programs.

Spring 2014 (January – Finals Week) – 5 – 10 hours per week
Finals Week through end of May 2014 – up to 30 hours per week
June 2014 – 40+ hours per week
July 2014 – up to 30 hours per week
August 2014 – 40+ hours per week

Stipend: Orientation Planning Team members are paid a stipend of $4,200 over the course of employment.

General Duties for ALL Orientation Planning Team Members

- Assist with implementation of Winter Orientation before the Spring Semester resumes.
- Assist the Coordinator for New Student and Family Programs in recruiting, interviewing, and selecting candidates for all student staff positions (100+ student staff members).
- Assist the Orientation Graduate Intern in the development and implementation of comprehensive Team Leader, Group Discussion Leader, and Program Assistant training.
- Arrange and coordinate visits with student groups across campus to publicize Orientation staff opportunities.
- May be required the overnight leadership development retreat in mid-May.
- Coordinate the staffing responsibilities of the Team Leaders during Preview and New Student and Family Orientation.
• Serve as a liaison between Team Leaders and Coordinator for New Student and Family Programs.
• Foster cohesion among all staff members.
• Assist with coordination of Preview and New Student Orientation planning and development.
• Meet and communicate regularly with the Coordinator for New Student and Family Programs throughout the period of employment.
• Work collaboratively with the Coordinator for New Student and Family Programs, other members of the Office of Student Development Staff and other campus community members.
• Assist in the development of printed publicity regarding Orientation Staff and all New Student Programs; assist in large-scale mailings of Preview and Orientation materials.
• Serve as a representative of Marquette University and execute all duties pertaining to orientation in a professional manner.
• Initiate and develop open communication with students and family members about Marquette.
• Serve as an ambassador of Marquette in a variety of structured and informal settings.
• Other duties as assigned by the Coordinator of New Student and Family Programs and Orientation Graduate Intern.

*In addition to these general duties, each Coordinator will be responsible for specific duties, outlined below:*

**Community Coordinator**

• Coordinate selection of Marquette: On Stage cast and directors.
• Coordinate cast rehearsals, Marquette: On Stage publications, small group discussion agendas, and evaluations.
• Collaborate with Coordinator for Campus Programs to create and implement commuter programs during Orientation.
• Develop and implement transfer student events and programming during Orientation.
• Collaborate with Coordinator for Intercultural Engagement to develop and implement special programs for underrepresented student populations.
• Assist in development of training initiatives to increase Orientation Staff knowledge of and sensitivity to underrepresented student populations.
• Assist in the development and implementation of the Urban Connection service-learning program (i.e. contacting agencies, arranging transportation, coordinating registration, etc.)

**Family Coordinator**

• With the Assistant Dean for New Student and Family Programs, coordinate family member and sibling registration for Preview and Family Member Orientation.
• Coordinate and implement family and sibling programming during Preview and Family Member Orientation, including Walk-N-Talk tours and Parent Socials, Family Members and the Marquette Experience, Rec Center Night Out (sibling), and Sibling Excursion.
• Coordinate and oversee check-in procedures for family members and sibling programs (Orientation).
• Collaborate with the Assistant Dean for New Student and Family Programs to develop sibling t-shirts.
• Coordinate assembly of student and family member folders for Preview and Orientation.
• Coordinate family member evaluations.
• Assist in selection of Excursion locations, pricing, ticket development and printing, database management, and sales.
• Assist in selection of UPASS Adventure locations; organize adventures, coordinate publicity.

**Personnel Coordinator**

• Assist Coordinator for New Student and Family Programs in the development of recruitment publicity and materials.
• Coordinate logistics of staff selection process.
• Assist in the development of comprehensive Team Leader, Group Discussion Leader, and Program Assistant training.
• Effectively communicate with and between Orientation Staff members throughout spring, summer, and fall.
• Coordinate staff newsletters to be sent throughout the year to staff members.
• Assist with scheduling (assigning job assignments) of staff members during Preview and Orientation.
• Coordinate staff evaluations throughout spring, summer, and fall.
• Manage staff database and personnel files.
• Coordinate on-campus housing for staff members.

**Special Events Coordinator**

• Collaborate with Coordinator for New Student and Family Programs and Coordinator for Campus Programs to develop social programs for students and families during Preview and Orientation (i.e. Student Social during Preview, Late Night Marquette, and other large-scale social events).
• Coordinate and assist with program set-up and tear down, and serve as primary point person at events. Attendance at all social events is required.
• Assist in coordination of social programs during staff training events.
• Communicate effectively and professionally with external vendors regarding their products and services.
• Coordinate publicity for social programs in Residence Halls.
• Coordinate staffing needs during social programs and develop duty descriptions.
• Coordinate campus-wide scavenger hunt during New Student Orientation.
• Manage RSVP lists for special events.