2020 CAMP WAR EAGLE & SUCCESSFULLY ORIENTING STUDENTS
CAMP COUNSELOR - PARENT COUNSELOR - ORIENTATION LEADER
POSITION DESCRIPTION & APPLICATION INFORMATION
DUE: OCTOBER 24TH AT NOON

What’s Included:
• Position Description
• Position Expectations
• Selection Process & Timeline
• Roles & Responsibilities
• Compensation & Benefits
• Mandatory Dates
• Session Dates

QUESTIONS: CONTACT US AT FYEDSK@AUBURN.EDU OR 334-844-4501

POSITION DESCRIPTION
The First Year Experience Office is selecting dedicated undergraduate leaders to assist with implementing Successfully Orienting Students (SOS) throughout the Spring and Fall semester and Camp War Eagle (CWE) during the summer. Each student leader serves as a resource for incoming students and their families who are transitioning to Auburn University. As a Camp Counselor, Parent Counselor, or Orientation Leader you will get the opportunity to learn about our great university and develop many skills to help you personally and professionally.

REQUIRED QUALIFICATIONS:
• Have and maintain a 2.2 cumulative, ungapped GPA AND be in good academic standing through the position’s term (CWE through spring 2020 and SOS through fall 2020).

POSITION EXPECTATIONS:
• Possess strong interpersonal skills, have a positive attitude, and a willingness to serve
• Willing to accept a challenge and to step out of comfort zone
• Strong love for and loyalty to Auburn and have a desire to achieve excellence
• Become comfortable leading small groups of students and/or parents
• Strong sense of responsibility to manage multiple tasks (academics, job tasks, other responsibilities)
• Recognize that CWE and SOS are intense, serious, fun, and rewarding commitments

“A great Camp Counselor, Parent Counselor or Orientation Leader is someone who is truly themselves. They are ready to come into every training and session ready to work hard and learn. First Year Experience isn’t looking for someone who can be in the role today, but who is willing to improve through training, show their love for Auburn, and most importantly serve the incoming students and their families.”
- Emma

IN THESE ROLES, YOU’LL IMPROVE

Critical Thinking/Problem Solving
Oral & Written Communication
Teamwork/Collaboration
Leadership
Professionalism/Work Ethic
Career Management
Global/Intercultural Fluency

As defined by the National Association of College and Employers (NACE) Career Readiness Competencies.
**SELECTION PROCESS OVERVIEW**

**STEP 1: LEARN ABOUT THE POSITION**
Applicants are strongly encouraged to review the application and position information on our website or attend an information session. While none of those actions are required, this information will help you have a better understanding of what the job entails. Be sure to also confirm that you are available for all listed dates and will be able to be at the mandatory training.

**STEP 2: COMPLETE THE ONLINE APPLICATION.**
All parts of the application must be completed and submitted by **THURSDAY, OCTOBER 24 AT NOON**.

**ESSAY QUESTIONS:** You will be asked to answer two prompts. We encourage you to prepare your responses in a Word document and copy/paste answers into the online application when ready.

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**STEP 3: PARTICIPATE IN FIRST ROUND GROUP INTERVIEW**
You will complete several activities with a small group of other applicants. Attire for this round is casual—jeans/casual pants, polo/nice top, comfortable shoes. Athletic attire (Nike shorts, other gym shorts, yoga pants, t-shirts) and dressy attire (skirts, heels, suit & tie) are not recommended.

**STEP 4: FINALISTS POSTED FOR SECOND ROUND**
Come to 189 Foy Hall on November 5 to see if you were selected for a second round interview. Lists will be posted at 10 a.m., and you will have until 2 p.m. that day to sign up for your second round interview time.

**STEP 5: SECOND ROUND INDIVIDUAL INTERVIEW**
This will be a short Q&A style interview with a panel of Auburn students and staff. Please follow the position specific instructions below. Be prepared to share a 30-60 second explanation of your attire/object. When you arrive for your interview, your explanation will be filmed. You will also be asked to repeat your explanation when you enter your interview.

**If applying only to be a Orientation Leader:**
Attire is Business Casual. Please bring an object symbolic of your Auburn experience. Choose an object that shows your personality and your desire to help incoming transfer students and their families.

**If applying only to be a Parent Counselor:**
Attire is Business Casual. Please bring with you an object that you feel is important for a parent to give to their student before coming to college. Choose an object that shows your personality and your desire to help parents of the incoming freshmen.

**If applying only to be a Camp Counselor:**
Through your attire, show us your personality and your desire to help incoming freshmen. Please remember your outfit has little bearing and is not the focus of the interview. **Be sure to spend more time on what you are going to say throughout your Interview rather than what you are going to wear. Do not bring any props with you to your interview.**

**If you are selected for a second round interview for more than one position:**
Because you will only have one second round interview, choose one position’s **Instructions for the second round Interview. The Interview panel will not infer a position preference based on your choice of an object or attire. Feel free to speak to each position in your explanation.**

**STEP 6: ANNOUNCEMENT OF FYE STAFF (CALLOUTS)**
The FYE staff will host Callouts on November 20 at 8 p.m. at the back steps of Cater Hall. If selected as an Orientation Leader, Camp or Parent Counselor, please be prepared to stay afterwards until approximately 11:00 p.m.
2020 SOS APPLICATION INFORMATION

ROLES & RESPONSIBILITIES

DURING TRAINING (SPRING SEMESTER)
• Attend and participate in 10 Spring Training Sessions on Thursdays from 2 - 5 p.m.
• Prepare for weekly training sessions (including studying for and passing Auburn Knowledge tests, practicing small group sessions, preparing for campus tours, filling out appropriate paperwork, etc.)
• Attend and participate in OL Retreat (Jan 26)

DURING SESSIONS
• Lead small group discussions explaining campus resources with 10-15 students per session
• Teach Auburn traditions and student services information
• Lead campus tours, assist transfer students with class registration questions, and answer questions about the university and the student experience.
• Attend session preparation meetings (Briefing) prior to each SOS session including time for packet stuffing
• Attend debriefing sessions at the end of each SOS session
• Serve as a leader and active participant at SOS session
• Serve as a role model for all students both during and after the sessions
• Serve as a student representative to parents and guests, since you may also work with the SOS parent/guest program

AFTER SESSIONS
• Maintain communication with your students throughout their first semester
• Participate in Welcome Week activities sponsored by the FYE office during the fall of 2020
• 2021 FYE Student Leaders
• Other duties as assigned

COMPENSATION AND BENEFITS
• Paid $8.00/hour (before taxes) for Session Briefing meeting and Sessions
  • OLs will work between 7-12 hours each session.
• Opportunity to have a huge impact on new students and their families
• Opportunity to develop professional and personal relationships with faculty, staff, and students
• Significant leadership experience
• Gain knowledge about the history, traditions, and services of Auburn
• Ability to give back to Auburn and share your love with the families and students of our new transfer class
• Free meals during SOS Sessions and SOS uniform polo

“I gained so much from my experience as a SOS Orientation Leader. I have gained confidence in my public speaking abilities and acquired in-depth knowledge about the University that’s been personally gratifying as a student and also very helpful. Also, the gratification of knowingly making a positive impact on a hesitant and nervous student is unmatchable. But more than anything else the camaraderie and friendships have been what I’ve appreciated most from my time in SOS.”
-Joey
**2020 SOS APPLICATION INFORMATION**

**MANDATORY DATES**

**Spring Training**
2 - 5 p.m. in 189 Foy Hall on the dates below

- Thursday, January 16, 2020
- Thursday, January 23, 2020
- Thursday, January 30, 2020
- Thursday, February 6, 2020
- Thursday, February 13, 2020
- Thursday, February 20, 2020
- Thursday, February 27, 2020
- Thursday, March 5, 2020
- Thursday, March 19, 2020
- Thursday, March 26, 2020

*You cannot have classes or other commitments scheduled during Spring Training*

**On Campus Retreat**
Sunday, January 26

**Mandatory Session Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Friday, March 27, 2020</td>
<td>6:30 a.m. - 4:30 p.m.</td>
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<tr>
<td>Friday, April 3, 2020</td>
<td>6:30 a.m. - 4:30 p.m.</td>
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<td>Friday, April 17, 2020</td>
<td>6:30 a.m. - 4:30 p.m.</td>
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<td>Thursday, May 7, 2020</td>
<td>6:30 a.m. - 4:30 p.m.</td>
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<td>Wednesday, August 12, 2020</td>
<td>6:30 a.m. - 2:00 p.m.</td>
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<td>Monday, November 16, 2020</td>
<td>6:30 a.m. - 4:30 p.m.</td>
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<tr>
<td>Monday, January 4, 2021</td>
<td>10:30 a.m. - 4:30 p.m.*</td>
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*(Not all OLs work Jan session)*

OLs must be available to work all SOS sessions through January of 2021. Seniors graduating in May, August or December of 2020 are eligible for consideration, but will not be able to work once they have graduated.

**Mandatory Briefing Meeting will be held 3:30 p.m. - 5 p.m. the day prior to each SOS Session.**

*“The most rewarding aspect of my time as an Orientation Leader was when we got to meet with our very first groups. The first session was awesome because we got to see all of our hard work come to life.”*

- Elizabeth

Please note:

All SOS sessions are held on weekdays, and may require you to miss class. The First Year Experience Office will provide session participation and employment verification so you can work with your professors for any missed classes/tests. We encourage you to take this into consideration when planning your spring schedule. You can definitely have classes on Friday, but you may want to avoid some of your hardest classes on that day if possible since you will need to miss three Fridays throughout the semester.
2020 CWE APPLICATION INFORMATION

ROLES & RESPONSIBILITIES

SPRING 2020
• Attend and participate in ALL 14 Training Sessions on Tuesdays from 2 - 5 p.m.
• Prepare for weekly training sessions (includes studying for and passing Auburn Knowledge tests, practicing small group presentations, filling out appropriate paperwork, etc.)
• Attend mandatory night skit practices (last 2 hours per week) during Spring semester
• Weekly skit preparation (includes developing scripts, designing and making props, and practicing lines)
• Participate in the solicitation of “freebies” for the incoming freshmen and door prizes for CWE’s service project
• Serve as a role model for all students and uphold the CWE standard of excellence throughout the spring

SUMMER 2020
• Attend and participate in the Counselor Retreat, Training Week, and 10 CWE sessions
  • **Camp Counselors:**
    • Serve as a leader and active participant at Camp War Eagle throughout all activities (student and parent programs)
    • Facilitate and lead Tiger Talks (small group discussions with 12-15 incoming freshmen per session)
    • Encourage group interactions among participants and inform them of Auburn campus resources, history, tradition, and spirit
    • Lead campus tours, perform in staff skits, and assist students in the course registration process
  • **Parent Counselors:**
    • Lead two Small Group Sessions for parents, give parent bus tours, perform in the staff skit, provide program support, and take part in a panel to answer parent questions
    • Be available from 6:30 a.m. – noon and 4 – 9 p.m. on Day 1 of each Camp War Eagle session
    • Be available for additional portions of Day 1 and Day 2 of each CWE session
  • **Both:**
    • Learn and teach Auburn traditions and student services information
    • Live on-site with the freshmen in the residence halls during the sessions and abide by Residence Hall Rules and Regulations
    • Serve as a role model for all students and guests and uphold the Camp War Eagle standard of excellence throughout the summer
    • Other duties as assigned

FALL 2020
• **CCs:** Maintain communication with the freshmen throughout the fall of 2020
• **All:** Participate in Welcome Week activities sponsored by the FYE office during the fall of 2020
• Recruit the 2021 FYE Student Leaders

CC & PC SPRING AVERAGE WEEKLY TIME COMMITMENT
Each week you’ll have a 3 hour training session on Tuesdays, a 2 hour skit practice (time TBD) and you will need about 1-1.5 hours each week to prepare for CWE.

“A great Camp Counselor is one who cares first and foremost about their freshmen – someone who remembers that freshman year is both exciting and extremely challenging and who understands how valuable a CWE Counselor that is engaging and approachable can be in the midst of that. A great CC also must have a sincere love of Auburn and the unique spirit that unifies all our students.”
-JC
**COMPENSATION AND BENEFITS**

- Paid $7.25/hour (before taxes) during the summer CWE Sessions –
  - CCs will work between 24.5 - 30 hours per CWE session.
  - PCs will work 10 - 15 hours on the first day; and 1 - 5 hours on the second day each CWE session.
- Opportunity to have a huge impact on new students and their families
- Opportunity to develop professional and personal relationships with faculty, staff, and students
- Significant leadership experience
- Gain knowledge about the history, traditions, and services of Auburn
- Ability to give back to Auburn and share your love with the families and students of our new freshman class
- Free meals during Camp Sessions (does not include Training Week)
- Free housing in the residence halls (mid May-mid July)
- CWE uniform (shirts and shorts)

**MANDATORY DATES**

**Spring Training**
Every Tuesday of Spring Semester from 2 - 5 p.m. beginning Jan 14

*You cannot have classes or other commitments scheduled during Spring Training*

**Skit Practice**
2 hours each week, time selected around your schedule

**CWE Service Project**
Spring Semester 2020

**Retreat & Training Week**
Sunday, May 10 - Friday, May 15
Monday, May 18 - Wednesday, May 20

Must be available to work all CWE sessions and be returning to Auburn in the fall of 2020 as an undergraduate student

"People don't realize just how fun it is to work with the parents. They joke around, they want to hear your experiences, and they genuinely care about what you have to say because it impacts their student. While there is an appeal to pour into 130 students, it is just as impactful to serve their families. It is the family's job, in most cases, to be the financial, emotional, and physical support system of a student, and you can help them do that job better for their student by serving them passionately and having fun while doing it."

- Xavier

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**Mandatory Session Dates**
Please be sure you are available for these dates. Specific dates, times, and assignments will be provided during Spring Training.

| May 21 – 22 | June 18 - 19 |
| May 28 – 29 | June 22 - 23 |
| June 4 – 5 | June 25 - 26 |
| June 8 – 9 | July 6 - 7 |
| June 11 – 12 | July 9 - 10 |

**CCs:** Attendance is required at all times during all sessions. This includes from 6:30 a.m. on the first day of each session until after class registration on the second day of each session. Pre-Session Staff meetings will be held the day before each CWE session.

**PCs:** Attendance is required at specific times during all sessions (Day 1: 6:30 a.m. - noon and 4 - 9 p.m.). Other hours throughout the session will be required but can have more flexibility around your schedule. Pre-Session Staff meetings will be held the day before each CWE session.

**Please Note:**
PCs are permitted to take classes in the summer. Specific times need to be approved by the CWE Director to ensure the times do not conflict with the CWE Schedule. Due to the work load and schedule of CWE, CCs will only be allowed to take classes during summer term with approval of the Camp Director, and the classes must NOT interfere with any CWE session or meeting.