

2023 SUCCESSFULLY ORIENTING STUDENTS & CAMP WAR EAGLE POSITION DESCRIPTION & APPLICATION INFORMATION

DUE: WEDNESDAY, OCTOBER 5 AT NOON



New for 2023:

As a way to continue to best serve our incoming students and families, we are moving to **ONE** orientation team that will be responsible for working **BOTH** Successfully Orienting Students (SOS) and Camp War Eagle (CWE) sessions. This job will require you to train in spring 2023 and work sessions in late spring, summer, and fall 2023.



AUBURN
First Year Experience
Student Affairs

What's Included:

- Position Description
- Position Expectations
- Roles & Responsibilities
- Compensation & Benefits
- Mandatory Dates
- Anticipated Session Dates
- Selection Process & Timeline

QUESTIONS: CONTACT US AT FYEDESK@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) and Camp War Eagle (CWE) through January 2024. Each student leader serves as a resource for incoming students and their families who are transitioning to Auburn University. SOS is primarily for incoming transfer students and their families, and CWE is primarily for incoming freshmen and their guests. As a Orientation Counselor you will get the opportunity to learn about our great university and develop many skills to help you personally and professionally.

While FYE has outlined what is desired and anticipated at this date, it is challenging to know now what the year ahead will require. FYE will attempt to honor all aspects of this application to the best of our ability.

POSITION EXPECTATIONS

REQUIRED QUALIFICATIONS:

- Have and maintain a 2.2 cumulative, ungapped GPA **AND** be in good academic standing through the position's term (through fall 2023).

POSITION EXPECTATIONS AND DESIRED QUALITIES:

- Have a positive attitude and a willingness to serve
- Willing to be adaptable, and to step out of comfort zone
- Strong love for and loyalty to Auburn, and a desire to achieve excellence
- Become comfortable leading small groups of students and family members
- Strong sense of responsibility to manage multiple tasks (academics, job tasks, other responsibilities)
- Recognize that this commitment is intense, serious, fun, and rewarding



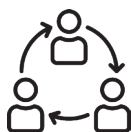
IN THIS ROLE, YOU'LL IMPROVE THESE SKILLS VALUED BY EMPLOYERS



Critical Thinking



Communication



Teamwork



Leadership



Professionalism



Career &
Self-Development



Equity & Inclusion



Technology

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

2023 ORIENTATION COUNSELOR INFORMATION

ROLES & RESPONSIBILITIES



Orientation Counselors (OCs) serve as leaders and active participants throughout SOS and CWE sessions, and will gain experience working with both the student program and the parent/family program. During some sessions you may be leading a small group of students while in other sessions you will lead the parents/families. Specific responsibilities include facilitating group discussions, leading tours, and serving as a resource for the group you are working with in a session.

DURING TRAINING (SPRING SEMESTER)

- Attend and participate in 15 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.)

DURING ORIENTATION SESSIONS (LATE SPRING, SUMMER, FALL)

- OCs will work both in-person and virtual sessions
- Lead small group discussions explaining campus resources with 10-15 students or a family group of approximately 30-75 per session
- Provide information to orientation students and guests about Auburn campus resources, history, tradition, and spirit
- Lead campus tours, answer questions about the university and the student experience, and may assist students with class registration questions
- Attend session preparation meetings prior to each session
- Attend and participate in the CWE training week
- Live on-site in the residence halls during the CWE sessions and abide by Residence Hall Rules and Regulations
- Serve as a role model for all students both during and after the CWE and SOS sessions
- Other duties as assigned

AFTER SESSIONS (FALL)

- Maintain communication with your students throughout their first semester
- Participate in First 56 activities sponsored by the FYE office during the fall of 2023
- Recruit the 2024 FYE student leaders
- Other duties as assigned

SPRING AVERAGE WEEKLY TIME COMMITMENT

Each week you'll have a 3 hour training session on Thursdays and you will need about 2-4 hours additionally each week to prepare.



COMPENSATION AND BENEFITS

- Paid approximately \$3,200 (before taxes) for position (Jan. 2023 - Jan. 2024). OCs could work between 7-11 hours at a SOS session and between 15-30 hours at a CWE session.
- Opportunity to have a positive impact on new students and their families
- Opportunity to develop professional and personal relationships with faculty, staff, and students
- Gain knowledge about the history, traditions, and services of Auburn
- Ability to give back to Auburn and share your love with the new incoming students and their families
- Free meals during SOS and CWE sessions (does not include training week)
- Free housing in the residence halls (mid May-mid July)
- Uniform (shirts and shorts)

2023 ORIENTATION COUNSELOR INFORMATION

MANDATORY DATES



All of these dates are required, but tentative. FYE will provide as much advance notice to any date or responsibility changes. For 2023, the orientation team will be expected to work both SOS and CWE sessions.

Spring Training

Every Thursday of Spring Semester
from 2 - 5 p.m. beginning Jan 12

***You cannot have classes or other commitments
scheduled during spring training***

Mandatory SOS Session Dates

Friday, April 14, 2023	In Person
Thursday, May 11, 2023	In Person
2-3 sessions in June and July concurrently with CWE sessions	Virtual
*Wednesday, August 16, 2023	In Person
*Friday, November 10, 2023	In Person
*December (after finals - date TBD)	Virtual
*Monday, January 8, 2024	In Person

**Not all OCs will work August, November, December, and January sessions. Please keep these dates available until provided the work assignments.*

Please note:

All SOS sessions are held on weekdays, and may require you to miss class once in April and November. The First Year Experience Office will provide session participation and employment verification so you can work with your professors for any missed classes/tests. It is not necessary to avoid scheduling classes on Friday.

Mandatory CWE Training Week and Session Dates

Training week and session dates may be between May 9 and July 21. It is unknown at this time how many sessions may be required or the specific time commitment for each session.

Please note:

Due to the anticipated workload and schedule of CWE, it is not likely that Counselors will be able to take classes over the summer (virtually or in person). If it becomes an option, approval of the CWE Director will be required to ensure the class does not interfere with the CWE sessions.



OCs must be available to work all CWE and SOS sessions through January of 2024. Seniors graduating in December of 2023 are eligible for consideration, but will not be able to work once they have graduated.



2023 ORIENTATION APPLICATION INFORMATION

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 the information session. This information will help you have a better understanding of what the position entails. Be sure to also confirm that you are available for all anticipated training and session dates.



STEP 2: COMPLETE THE ONLINE APPLICATION

All parts of the application must be completed and submitted by **WEDNESDAY, OCTOBER 5 AT NOON**.

ESSAY QUESTION: You will be asked to answer one prompt. We encourage you to prepare your response in a Word document and copy/paste the answer into the online application when ready.

Prompt: In less than 500 words, why do you want to be a member of the Orientation Team? What can you contribute to the Orientation Team, and how do you hope to grow from this experience?

ABOUT ME SLIDE: We want to get to know you better. You will be asked to create a PowerPoint slide that shows your personality and who you are. Visit fye.auburn.edu/aboutme for more details, examples, and templates. Please email a PDF of your slide to fyedesk@auburn.edu by **WEDNESDAY, OCTOBER 5 AT NOON**. During the first round interview, you will also be asked to talk about a portion of your slide in 45-60 seconds. We'll project your slide up on a screen, so you do not need to bring it to the interview.



STEP 3: SIGN UP FOR A FIRST ROUND INTERVIEW

Come to 189 Foy Hall before **WEDNESDAY, OCTOBER 5 AT NOON** to select your interview time. The sooner you come sign up for a time, the more options you will have. We respectfully ask that you not select your interview time until the application has been submitted.

Both rounds of interviews will be in person. If you are required to be quarantined, not feeling well, or unable to be in person, please email fyedesk@auburn.edu ASAP for assistance. Virtual interviews will only be available on a case-by-case basis.



STEP 4: 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 (gym shorts, yoga pants, t-shirts) and dressy attire (skirts, heels, suit & tie) are not recommended.



STEP 5: FINALISTS POSTED FOR SECOND ROUND AND INTERVIEW SIGN UPS

Come to 189 Foy Hall on Thursday, October 20 to see if you were selected for a second round interview. Lists will be posted at 12:30 p.m. and you will have until 3:30 p.m. that day to sign up for your second round interview time.

RECOMMENDATION: If selected for a second round interview, you will need someone to complete a very short (3-4 minute) recommendation form on your behalf. They should be someone who is able to speak to the qualities that would make you successful in our positions. This person may be an Auburn University staff or faculty member, a current or former employer, a person from a previous institution or your high school. You may not use an undergraduate student or a family member/family friend for this recommendation. When you sign up for your second round interview, you will be asked to provide this person's name and email address. An email will then be sent to your recommender with directions on how to complete the online recommendation form. We encourage you to speak with the person you plan to list prior to being selected for the second round so they know to expect the email. Recommendations are due by **THURSDAY, OCTOBER 27 AT NOON**.



STEP 6: SECOND ROUND INDIVIDUAL INTERVIEW

This will be a short Q&A style interview with a panel of Auburn students and staff. This round of interviews will be in person. Virtual time slots will be available if you are unable to attend in person. More instruction will be provided if selected for a second round interview.



STEP 7: ANNOUNCEMENT OF TEAMS & INTRODUCTORY MEETING

The FYE staff will announce the 2023 Orientation Counselors on Tuesday, November 1 at 8 p.m. and have an Introductory Meeting on Wednesday, November 2 at 8 p.m. Additional information will be shared during the second round of interviews.

SELECTION TIMELINE

ORIENTATION INFORMATION SESSION

Tuesday, September 27 from 6:30-7 p.m.

APPLICATION DEADLINE

Wednesday, October 5 at noon

FIRST ROUND INTERVIEWS

Monday, Oct. 10 - Friday, Oct. 14

FINALISTS POSTED FOR SECOND ROUND & INTERVIEW SIGN UPS

Thursday, Oct. 20 from 12:30-3:30 p.m.

SECOND ROUND INTERVIEWS

Monday, Oct. 24 - Friday, Oct. 28

ANNOUNCEMENT OF TEAMS

Tuesday, Nov. 1 at 8 p.m.

INTRODUCTORY MEETING

Wednesday, Nov. 2 at 8 p.m.

Questions?

First Year Experience

fyedesk@auburn.edu

334-844-4501