2021 CAMP WAR EAGLE & SUCCESSFULLY ORIENTING STUDENTS
POSITION DESCRIPTION & APPLICATION INFORMATION
DUE: THURSDAY, OCTOBER 15 AT NOON

Please Note:
While FYE has outlined what is desired and anticipated at this date, it is challenging to know now what spring and summer 2021 will require. FYE will attempt to honor all aspects of this application to the best of our ability. Please note that all dates are required, but tentative. FYE will provide as much advance notice to any date or responsibility changes.

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

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) 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 CWE Counselor or SOS Orientation Leader you will get the opportunity to learn about our great university and develop many skills to help you personally and professionally.

POSITION EXPECTATIONS

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 2021 and SOS through fall 2021).

POSITION EXPECTATIONS AND DESIRED QUALITIES:
- Have a positive attitude and a willingness to serve
- Willing to accept a challenge, be adaptable, 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 CWE Counselor or SOS 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 the information session. 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 anticipated training and session dates.

**STEP 2: COMPLETE THE ONLINE APPLICATION**
All parts of the application must be completed and submitted by **THURSDAY, OCTOBER 15 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 [http://fye.auburn.edu/aboutme](http://fye.auburn.edu/aboutme) for more details, examples, and templates. Please email a PDF of your slide to fyedesk@auburn.edu by **THURSDAY, OCTOBER 15 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**
When completing the online application, you will be asked the method you prefer for your interview (in-person or virtual). The FYE staff has no preference for the method of your interview. Participants will have comparable experiences and equal opportunity regardless of the interview method. The in-person interview will follow social distancing guidelines. Virtual time slots will be available if you are unable to attend in person.

You will receive more information in the application for your next steps to sign up for an interview. You will need to sign up for an interview before **THURSDAY, OCTOBER 15 AT NOON**. The sooner you apply and 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.

Applicants without an application or interview time by **THURSDAY, OCTOBER 15 AT NOON** will not be considered.

**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**
More information will be provided at the end of your first round interview.

**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 and will follow social distancing guidelines. 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**
Tentatively, the FYE staff will announce the SOS Orientation Leaders and CWE Counselors on Wednesday, November 18. Additional information will be shared during Round 2 interviews.
2021 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 24)

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 2021
• Recruit the 2022 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
• SOS uniform polo and meals during SOS Sessions

“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 so personally rewarding as a student and also very helpful. Also, the gratification of knowingly making a positive impact on a hesitant and nervous student is unmatched. But more than anything else the camaraderie and friendships have been what I’ve appreciated most from my time in SOS.”

-Joey
2021 SOS APPLICATION INFORMATION

MANDATORY DATES

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

- Thursday, January 14, 2021
- Thursday, January 21, 2021
- Thursday, January 28, 2021
- Thursday, February 4, 2021
- Thursday, February 11, 2021
- Thursday, February 18, 2021
- Thursday, February 25, 2021
- Thursday, March 4, 2021
- Thursday, March 18, 2021
- Thursday, March 25, 2021

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

**On Campus Retreat**
(Pending COVID-19 Guidelines)
Sunday, January 24

**Mandatory Session Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Friday, March 26, 2021</td>
<td>6:30 a.m. - 4:30 p.m.</td>
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<td>Friday, April 9, 2021</td>
<td>6:30 a.m. - 4:30 p.m.</td>
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<td>Friday, April 16, 2021</td>
<td>6:30 a.m. - 4:30 p.m.</td>
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<td>Thursday, May 6, 2021</td>
<td>6:30 a.m. - 4:30 p.m.</td>
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<td>Wednesday, August 11, 2021</td>
<td>6:30 a.m. - 2:00 p.m.</td>
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<td>Friday, November 5, 12 or 19, 2021</td>
<td>6:30 a.m. - 4:30 p.m.</td>
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<td>Monday, January 3 or 10, 2022</td>
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(Not all OLs work Jan session)

OLs must be available to work all SOS sessions through January of 2022. Seniors graduating in May, August, or December of 2021 are eligible for consideration, but will not be able to work once they have graduated.

A mandatory briefing meeting will be held 3:30 p.m. - 5 p.m. the day prior to each SOS Session.

Due to COVID-19, all of these dates are required, but tentative. FYE will provide as much advance notice to any date or responsibility changes.

**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.

**"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
2021 CWE APPLICATION INFORMATION

ROLES & RESPONSIBILITIES

SPRING 2021
- 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 (~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
- Serve as a role model for all students and uphold the CWE standard of excellence throughout the spring

SUMMER 2021
- Attend and participate in the Counselor Retreat, Training Week, and CWE sessions
- Serve as a leader and active participant at Camp War Eagle throughout all activities (student and parent programs)
- Facilitate and lead small group discussions with incoming freshmen or guests
- Provide information to orientation students and guests about Auburn campus resources, history, tradition, and spirit
- Lead campus tours, perform in staff skits, and assist students in the course registration process
- Live on-site 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 2021
- CCs: Maintain communication with the freshmen throughout the fall of 2021
- All: Participate in Welcome Week activities sponsored by the FYE office during the fall of 2021
- Recruit the 2022 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 CWE 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 counselor 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 – Counselors will work between 10 - 30 hours per 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 12

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

**Skit Practice**

2 hours each week, time selected around your schedule

**Mandatory Training Week and Session Dates**

Training Week and session dates may be between May 9 and July 19. It is unknown at this time how many sessions may be required or the specific time commitment for each session.

Must be available to work all CWE sessions and be returning to Auburn in the fall of 2021 as an undergraduate student

**Please Note:**

Due to COVID-19, all of these dates are required, but tentative. FYE will provide as much advance notice to any date or responsibility changes.

“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 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

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.