2022 SUCCESSFULLY ORIENTING STUDENTS & CAMP WAR EAGLE
POSITION DESCRIPTION & APPLICATION INFORMATION

DUE: WEDNESDAY, OCTOBER 6 AT NOON

Please Note:
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. 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 SOS Orientation Leader or CWE Counselor 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 2022 and SOS through fall 2022).

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 family members
• 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

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.
2022 SOS & CWE APPLICATION INFORMATION

SELECTION PROCESS OVERVIEW

**STEP 1: LEARN ABOUT THE POSITIONS**
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 positions entail. 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 6 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 6 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 6 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 do not select your interview time until the application has been submitted.

Applicants without an application or interview time by **WEDNESDAY, OCTOBER 6 AT NOON** will not be considered.

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) is not recommended.

**STEP 5: FINALISTS POSTED FOR SECOND ROUND & INTERVIEW SIGN UPS**
Come to 189 Foy Hall on **Tuesday, October 19** 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 **WEDNESDAY, 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 SOS Orientation Leaders and CWE Counselors on **Tuesday, November 9 at 8 p.m.** and have an Introductory Meeting on **Wednesday, November 10 at 8 p.m.** Additional information will be shared during the second round of interviews.
2022 SOS APPLICATION INFORMATION

ORIENTATION LEADER (OL) 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 23)

DURING SESSIONS
• For 2022, we anticipate OLs 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 per session
• Teach Auburn traditions and student services information
• Lead campus tours, may 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
• 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 2022
• Recruit the 2023 FYE student leaders
• Other duties as assigned

COMPENSATION AND BENEFITS
• Paid $7.25/hour (before taxes) for spring training, session briefing meetings and session - 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 am incredibly grateful for my experience as an Orientation Leader. It’s allowed me to make lasting friendships, gain confidence in my leadership skills, and push myself to new limits. SOS helped me find my place at Auburn. It allowed me to build connections going far beyond the FYE office, and it helped me feel capable of taking on whatever new opportunity was brought my way.”
—Gabbie
2022 SOS APPLICATION INFORMATION

MANDATORY DATES

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

- Thursday, January 13, 2022
- Thursday, January 20, 2022
- Thursday, January 27, 2022
- Thursday, February 3, 2022
- Thursday, February 10, 2022
- Thursday, February 17, 2022
- Thursday, February 24, 2022
- Thursday, March 3, 2022
- Thursday, March 17, 2022
- Thursday, March 24, 2022

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

**On Campus Retreat**
Sunday, January 23, 2022

**Mandatory Session Dates**

- Friday, March 25, 2022 from 6:30 a.m. – 4:30 p.m.
- Friday, April 8, 2022 from 6:30 a.m. – 4:30 p.m.
- Friday, April 22, 2022 from 6:30 a.m. – 4:30 p.m.
- Thursday, May 12, 2022 from 6:30 a.m. – 4:30 p.m.
- Wednesday, August 10, 2022 from 6:30 a.m. – 2:00 p.m.
- Thursday, November 4, 2022 or Monday, November 14, 2022 from 6:30 a.m. – 4:30 p.m.
- Monday, January 9, 2023 from 6:30 a.m. – 4:30 p.m.

*Not all OLs work Jan session

Mandatory briefing meetings will be held 3:30 p.m. - 5 p.m. the day before each SOS 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.

Optional Summer Work Opportunity
Due to transfer student demand, we may offer some virtual SOS sessions over the summer. These sessions would have a 3-4 hour virtual commitment. These sessions would be optional additional hours you could choose to work. We would seek your availability on a session by session basis so it would still be possible to have a summer job or internship outside of Auburn.

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 part of being an Orientation Leader is knowing that you made a difference in new students’ Auburn experience. We are their first introductions to campus, so you are helping to begin someone’s journey at Auburn.”

—Sarah
COUNSELOR ROLES & RESPONSIBILITIES

Camp Counselors serve as leaders and active participants throughout CWE 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.

SPRING 2022

- 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.)
- Participate in the solicitation of “freebies” (donated items from local businesses) for the incoming freshmen
- Serve as a role model for all students and uphold the CWE standard of excellence throughout the spring

SUMMER 2022

- For 2022, we anticipate Counselors will work both in-person and virtual sessions.
- 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 (both student and family programs)
- Facilitate and lead small group discussions with incoming freshmen
- Facilitate and lead small group discussions with parents and guests as you will also assist with the CWE parent/guest program
- Provide information to orientation students and guests about Auburn campus resources, history, tradition, and spirit
- Lead campus tours and may 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 2022

- Maintain communication with the freshmen throughout the fall of 2022
- Participate in Welcome Week activities sponsored by the FYE office during the fall of 2022
- Recruit the 2023 FYE student leaders

*A great CWE Counselor is one who has a desire to serve and a willingness to help the freshmen and their families navigate this exciting time. A counselor needs to be passionate about Auburn and will work to help everyone feel a part of the Auburn Family. I learned how to foster community while building my leadership skills. Being a CWE Counselor has been one of my most rewarding experiences at Auburn.
—Jared
2022 CWE APPLICATION INFORMATION

COMPENSATION AND BENEFITS

- Paid $7.25/hour (before taxes) for spring training, training week, and the 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 18

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

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.

Counselors must be available to work all CWE sessions and be returning to Auburn in the fall of 2022 as an undergraduate student.

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.

“Working with parents and families was by far my favorite part of the summer. It was really gratifying work because they are engaged and asked questions while also joking around and getting to know you. The student side of orientation is what most of us have experienced, but I think the family and guest side of things is where the magic happens.”
—Isabelle

All of these dates are required, but tentative. FYE will provide as much advance notice to any date or responsibility changes.