



HARVARD COLLEGE

Dean of Students Office

STUDENT ENGAGEMENT

LIFE Student Leader Job Description 2020

Leadership Committee Description

The Leadership Institute for the First-Year Experience (LIFE) is a pre-orientation program of the Dean of Students Office. The student leaders of LIFE work closely with their Pre-Orientation Director and Dean of Students office to administer and manage LIFE for long term sustainability and success. LIFE is part of a suite of pre-orientation programs, First Year Urban Program, First Year Outdoor Program, First Year Arts program, First Year International Program, First Year Retreat and Experience and the Leadership Initiative for First Year Experience.

LIFE is seeking a team of student leaders and two co-chairs who will work closely with the Pre-Orientation Director and other staff from the Dean of Students Office to access the resources that will make the program as successful as possible.

LIFE provides first-year students with the opportunity to discover, reflect and exercise what it means to be leaders and change-makers both at Harvard College and within their communities. First-year students will be inspired to take their leadership skills to the next level and dig deeper into a variety of leadership styles, engage in dialogue, and put theory into practice during this robust five-day program. The program is focused on ensuring that participants with untapped leadership interest and potential have the tools to fully engage in intellectual, social, and personal leadership opportunities available to them at Harvard.

LIFE Student Leader Commitment

The term for LIFE Student Leaders & LIFE Co-Chairs is **April 2020 — October 2020**. LIFE will hold an All-Staff meeting this April in which you will have the opportunity to shape inaugural programming for LIFE.

All LIFE Leaders MUST be back for training on Thursday, August 13 and be available throughout the duration of the pre-orientation program, **August 17– August 21**. LIFE Leaders must be responsive to email or phone contact but will not have additional responsibilities to fulfill over the duration of the summer break. LIFE Leaders may not participate as a leader in other pre-orientation programs.

Duties and Responsibilities of LIFE Student Leaders:

- Attend, and be a present contributor, to pre-Orientation leadership training and the duration of the LIFE program
- Support a small group of first-years throughout the five-day program-supporting them in discussions, about leadership, Harvard, and social concerns.
- Assist the Pre-Orientation director in development of the program, providing feedback and ideas as needed

LIFE Co-Chairs Commitment

The two (2) Co-Chairs of the LIFE Committee are required to arrive in Cambridge no later than **August 3** in order to prepare for the program. Throughout the summer, the two Co-Chairs will have extensive responsibilities that may be conducted in-office or remotely.

June: 5 hours/week

July: 5-8 hours/week

August: 10-20 hours/week

Compensation: A stipend of \$2000 will be paid to both Co-Chairs, and housing may be arranged if needed.

Duties and Responsibilities of LIFE Co-Chairs

Housing:

- Assign and coordinate Housing for LIFE participants and LIFE Student Leaders during pre-orientation week; manage transition to term-time housing
- Liaise with Yard Ops, FDO, Worksites, OSAPR, OSL, CAMS, UHS, and all other campus partners

Finance/Budget:

- Working with DSO to budget, track and forecast spending
- Food & Logistics: Feeding 70 people, managing allergies/dietary restrictions, food purchases
- Transportation; purchase Charlie Cards

Communications: LIFE Participants

- Lead/Manage the LIFE Participant selection process
- Manage messaging to LIFE participants regarding applications, acceptance to program, and all logistics
- Lead/Manage LIFE communications

Curriculum: LIFE Participant Training/Worksites

- Coordinate LIFE-leads to create the LIFE curriculum, including the Reading Packet
- Identify and confirm worksites, guest speakers and panels
- Schedule LIFE Leader debrief in the Fall and visioning in the Spring
- Reserve all rooms for workshops and dialogue groups

Overall Responsibilities

- Maintain confidentiality of all participants
- Be on-call and know all Harvard College emergency procedures
- Transition incoming Co-Chairs
- Be familiar with the chosen leadership framework
- Lead discussions during LIFE
- Managing existing worksite relations
- Evaluation & Analyses of LIFE-Leader Training
- Evaluation & Analyses of LIFE
- Planning and implantation of Advising Night in September, study breaks throughout the year, and all social events throughout the academic year.
- Following up with LIFE-leaders to make sure mentoring is taking place
- Lead/Manage LIFE-Leader selection process for 2021