



Orientation Committee General Member

The Orientation Committee will create a welcoming and exciting environment for first-year students through planning and executing social activities and events throughout the course of Orientation, acting as their representatives until first-year class council members are selected, and providing opportunities for incoming students to connect with their class, the College, and the greater community. The type of events this committee plans can range from laid back game nights in Cabot Library, to scavenger hunt mysteries in the Peabody Museum, to large, outdoor socials with music and water fights, and beyond. The committee will have the ability improve upon past events or brainstorm new and exciting ideas. While much of the Orientation Committee's role consists of active student-led planning of events, these student leaders also assist staff in executing other programs and initiatives to serve the incoming class. This is a brand-new opportunity for students to have a role in the planning and execution of Orientation and help shape the student experience for the incoming class of 2023. Being a member of the first ever Orientation Committee is an exciting way for you leave your mark and make a difference in the Harvard experience. The Student Engagement office seeks new team members who will support and believe in this work.

Time Commitment:

Once chosen, all members of the Orientation Committee must attend a training session in April and will be expected to meet the following time commitments.

1. One spring training session/Planning Day (3 hours)—Date to be announced
2. All of Orientation—Tuesday, August 27th to Monday, September 2nd - hours vary each day
 - a. Orientation Committee members must arrive back on campus **Monday, August 26th**
3. Involvement Fair (one 30 min. shift)—Date to be announced
4. One social event during September for the Class of 2023 (date/time TBD as it will be planned by the Orientation Committee)
5. Ability to periodically check-emails and take part in online discussions over summer
6. Three Planning Meetings throughout March/April (1 Hour) Dates/Time TBD based on members' availability

Essential Job Functions:

All Orientation Committee Members are responsible for:

- Helping to plan and execute 3-4 social events for the class of 2023 during the week of Orientation and 1-2 events during the first month of classes
- Staffing all Orientation Committee events
- Staffing Move-In Day as needed (ex: greet, give directions, move students into dorms)
- Staffing information tables to answer questions from first-year students during Orientation
- Staffing additional Orientation events and activities as assigned
- Assisting in the recruitment of students for the first-year class council, including helping staff a table at the Student Involvement Fair
- Serving as a positive role model and resource for new students

Qualifications:

An ideal candidate has:

- Positive attitude and desire to work in a team setting
- A passion for working with first-year students, improving the student experience, and building community
- Demonstrated interest in student engagement at Harvard College
- Strong leadership and interpersonal skills
- Entrepreneurial spirit and proven ability to independently set and meet timelines and deadlines
- Strong customer service, organizational and communication skills
- Willingness to assist on a wide variety of projects including day-to-day administrative tasks
- Familiarity with Harvard College departments and resources

Hours and Compensation:

This is a volunteer position with varying hours throughout the week of Orientation and the staffing of an event during the first month of classes.

Early arrival housing and a meal plan will be provided from Monday, August 26th until the Houses and dining halls re-open for normal service.

There are currently **12** open Orientation Committee positions.

Application Process:

All applications are due Friday, March 1st by 5:00pm.

To apply, please fill out [this form](#) online or fill it out below and email it to Brittany Mitzner, Fellow for First Year Programs, at bnmitzner@fas.harvard.edu. Qualified candidates will be asked to schedule an interview on a rolling basis.

If you have any questions, please contact Brittany Mitzner, Fellow for First-Year Programs at bnmitzner@fas.harvard.edu.

Orientation Committee General Member Application Form 2019

Applicant's Full Name:

Harvard Email Address:

HUID Number:

Current Class Level (Circle One): **First- Year** **Sophomore** **Junior**

To be a member of the Orientation Committee, you must have a status of 'in good standing' with the college, meaning you cannot be on social or academic probation. Do you currently meet this requirement? **Yes / No**

**We will verify your status with the college during this application process and again at the end of the semester, should you be offered and accept a position. **

Please tell us why you would like to be a member of the Orientation Committee.

Please tell us about at least two experiences or skills of yours that you believe will help you to be a great member of the Orientation Committee.

Do you hold any student leader positions or actively participate in any student organizations? If so, please list them here and describe your role or involvement in each.

Are you able to make the following time commitment? (Circle one) **Yes / No**

1. One weekend spring training session (3 hours)—Date to be announced
2. All of Orientation—Tuesday, August 27th to Monday, September 2nd - You should plan to be available all day on these days- hours vary each day with frequent late-night shifts
 - a. Orientation Committee members must arrive on campus on **Monday, August 26th**
3. Involvement Fair (one 30 min. shift)
4. One social event during September for the Class of 2023 (date/time TBD as it will be planned by the Orientation Committee)
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Please list the names and contact information for two personal references. At least one of these references should be from Harvard (ex: a Harvard professor, your proctor/tutor, or another Harvard staff member).

Reference 1:

Name:
Occupation/Job Title:
Email Address:
Phone Number:
Relationship to Applicant:

Reference 2:

Name:
Occupation/Job Title:
Email Address:
Phone Number:
Relationship to Applicant:

Please send this form to Brittany Mitzner, Fellow for First-Year Programs, at bnmitzner@fas.harvard.edu by Friday, March 1st by 5:00pm. Please title your email: **Orientation Committee Application**