



## **Orientation Committee Team Lead**

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.

### **Description:**

The Student Engagement Office is seeking motivated students with interest in event planning, administrative work, and supporting first-year students in their transition to Harvard. The Orientation Committee Team Leads will assist with Orientation and social event planning for the class of 2023, Student Engagement office operations, and other projects that support first-year students.

Team Leads serve an important leadership role within the Orientation Committee, providing direction and oversight to the rest of their team, much like the Chairs or Presidents of a Student Organization would. Team Leads are key in planning, organizing, and carrying out responsibilities necessary to bring the entire Committee's vision to fruition.

### **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. **Team Leads must be available to work and live in Cambridge, MA over summer from Monday, June 3<sup>rd</sup>- Monday, September 2<sup>nd</sup>.**

Listed below are the principal time commitments:

1. One spring training session (3 hours)—Date to be announced
2. 20 hours per week in the Student Engagement Office: Monday, June 3<sup>rd</sup>- Monday, August 26<sup>th</sup>
3. All of Orientation—Tuesday, August 27<sup>th</sup> to Monday, September 2<sup>nd</sup> - hours vary each day
4. Involvement Fair (one 30 min. shift)
5. One social event during September for the Class of 2023 (date/time TBD as it will be planned by the Orientation Committee)
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, including Convocation, 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

**In addition to all responsibilities of General Members, Team Leads are also responsible for:**

- Working over the summer to plan and coordinate the Orientation Committee's events (5-6 total)
- The management of Orientation Committee General Members' staffing schedules and performance during the week of Orientation
- Serving as a Student Engagement Office Intern over summer. Duties may include greeting guests, answering phones, responding to emails, and other duties as assigned.
- Completing additional projects as assigned. Projects may include assisting with the planning of Convocation, assisting with the planning of other Orientation events, creating graphics or resources for students and parents, creating and editing website content etc.

**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
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**Hours and Pay:**

- Flexible schedule with a requirement of 20 hours per week in the Student Engagement Office (office hours: Monday-Friday, 8:45 am – 5 pm) beginning Monday, June 3<sup>rd</sup> and continuing until Monday, August 26<sup>th</sup>.
- Hours will vary the week of Orientation, Tuesday, August 27<sup>th</sup>- Monday, September 2<sup>nd</sup>- late night shifts should be expected
- The pay for this position is \$12 per hour with provided summer housing on campus

**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 supporting documents to Brittany Mitzner, Fellow for First Year Programs, at [bnmitzner@fas.harvard.edu](mailto:bnmitzner@fas.harvard.edu) . Please note that in addition to answering a few questions about your interest in the role, the application form will also require you to provide a resume and list of two references. 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](mailto:bnmitzner@fas.harvard.edu).

## Orientation Committee Team Lead 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 why you would like to be a Team Lead specifically.

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 and a great Team Lead.

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 particularly interested in any of the following aspects of Orientation/ the First-Year Experience? (Check all that apply)

- Planning social events for the week of Orientation
- Helping to plan Convocation
- Helping to plan CommUnity Night
- Planning social events for First-Years during the first month of classes
- Creating media- such as videos, slideshows, or resources to be given to incoming students and families

No preference

Are you able to make the following time commitment? (Circle one)

1. One weekend spring training session (3 hours)—Date to be announced
2. 20 hours a week in the Student Engagement Office beginning Monday, June 3rd- Monday, August 26th
3. All of Orientation—Tuesday, August 27th to Monday, September 1st- You should plan to be available all day on these days- hours vary each day with frequent late-night shifts
4. Involvement Fair (one 30 min. shift)
5. One social event during September for the Class of 2023 (date/time TBD as it will be planned by the Orientation Committee)

**Yes / No**

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:

Email Address:

Phone Number:

Relationship to Applicant:

Reference 2:

Name:

Email Address:

Phone Number:

Relationship to Applicant:

If not selected to be a Team Lead, would you be interested in being a General Member of the Orientation Committee? (Circle one) **Yes / No / Unsure**

**Please send this form and a copy of your resume to Brittany Mitzner, Fellow for First-Year Programs, at [bnmitzner@fas.harvard.edu](mailto:bnmitzner@fas.harvard.edu) by Friday, March 1<sup>st</sup> by 5:00pm.**

**Please title your email: Orientation Team Lead Application**