



Orientation Committee General Member

Position Description

The Orientation Welcoming Committee (OWC) creates a welcoming and exciting environment for first-year students through planning and executing social activities and events throughout the course of Orientation and providing opportunities for incoming students to connect with their class, the College, and the greater community. The committee will have the ability improve upon past events or brainstorm new and exciting ideas. While much of the OWC'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, such as Move-In Day and Convocation. This is an 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 2024. Being a member of the OWC 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. **All OWC members are required to move in on campus early on August 17th.**

Listed below are the principal time commitments:

1. One spring training session (3-5 hours)—Date/time to be announced
2. Several planning meetings in April (1 hour each)- Dates/times to be determined based on availability
3. Training sessions throughout the week of August 17th – August 23rd
4. Must be available by phone or email over the summer, periodically, to help with planning
5. All of Orientation— Wednesday, August 26th- Tuesday, September 1st - hours vary each day

Essential Job Functions:

All OWC Members are responsible for:

- Helping to plan and execute 3-4 social events for the class of 2024, including Convocation, during the week of Orientation
- Staffing all OWC 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
- 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.

Early arrival housing and a meal plan will be provided from Monday, August 17th until the Houses and dining halls re-open for normal service.

There are currently **15** open Orientation Committee positions.

Application Process:

All applications are due by **Sunday, April 12th at 11:59pm.**

To apply, please fill out [this form](#) online. Qualified candidates will be asked to schedule an interview on a rolling basis.

If you have any questions, please contact Brittany Mitzner, Coordinator for Student Engagement at bnmitzner@fas.harvard.edu.