



# Orientation Welcoming Committee

## **OWC 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 can improve on past events or brainstorm new and creative 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 Days 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 2029. Being a member of the OWC is an exciting way for you to leave your mark and make a difference in the Harvard experience. 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.

## **Essential Job Functions:**

OWC Members are responsible for:

- Remotely helping to plan and execute in-person social events for the Class of 2029, including Convocation, during the week of Orientation
- Overseeing the development of the SOCO app including a communication plan during the week of Orientation
- Managing the Student Engagement Instagram to promote events
- Staffing all OWC sponsored Orientation events
- Staffing Move-In Days as needed (ex: welcoming and greeting, providing directions, engaging with parents and families)
- Serving as a positive role model and resource for new students
- Supporting the brainstorming and purchase of swag or other merchandise
- Completing additional projects as assigned. Projects may include helping plan other Orientation events, creating graphics or resources for students and parents, creating and editing website content, purchasing materials, 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
- 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 Pay:**

- The pay for this position is \$16 per hour with a flexible schedule of 10 hours (and not exceeding 20 hours) per week beginning Monday, June 23<sup>rd</sup> and continuing until Tuesday, September 2<sup>nd</sup>. The hours may increase to over 20 during Orientation only and late-night shifts are expected (Tuesday, August 26<sup>th</sup>–Monday, September 1<sup>st</sup>).
- This position is virtual throughout the summer, but all OWC members will be required to be on campus for in-person events beginning Monday, August 18<sup>th</sup> through Tuesday, September 2<sup>nd</sup>.

### **Time Commitment:**

Once chosen, members of the Orientation Welcoming Committee must attend a virtual training session in June and will be expected to meet the following time commitments. Listed below are the principal time commitments:

- 1) One summer meet & greet/ training session (3-5 hours) – Monday, June 23<sup>rd</sup>
- 2) Several virtual planning meetings throughout June, July, and August (1 hour each) – Dates/times to be determined based on team availability
- 3) Individual 30-minute weekly check-in meetings with Student Engagement staff for leadership development and support
- 4) In-Person training session before Orientation – Tuesday, August 19<sup>th</sup> from 11:00am – 3:00pm (lunch included)
- 5) First-Year Student Orientation – Tuesday, August 26<sup>th</sup> and continuing until Monday, September 1<sup>st</sup> – Hours will vary with late night shifts to be expected
- 6) Convocation –Monday, September 1<sup>st</sup> – Time to be announced

### **Application Timeline:**

- Application Deadline Wednesday, April 2 at 11:59pm
- Interviews: Various Times – Monday, April 7<sup>th</sup> – Friday April 11<sup>th</sup>
- Offer Letters: Week of April 14<sup>th</sup>

**[Apply Now!](#)**

If you have any questions, please contact Katie Patrick, Coordinator for Orientation and Family Engagement at [kpatrick@fas.harvard.edu](mailto:kpatrick@fas.harvard.edu)