

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 will have the ability to 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 2027. 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 2027, 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
- Serving as a positive role model and resource for new students
- Completing additional projects as assigned. Projects may include assisting with the planning of 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 5th and continuing until Monday, September 4th. The hours may increase to over 20 during Orientation only and late-night shifts are expected (Wednesday, August 30th – Monday, September 4th).
- This position is virtual throughout the summer, but all OWC members will be required to be on campus for in-person events beginning Tuesday, August 22nd through Monday, September 4th

Time Commitment:

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

- 1) One spring training session (3-5 hours) – Monday, June 5th
- 2) Several virtual planning meetings throughout June & July (1 hour each) – Dates/times to be determined based on team availability
- 3) In-person training sessions throughout one week of August – Dates/times to be announced
- 4) In-Person briefing and social time (last hour) – Monday, August 22nd from 5:00-8:00pm
- 5) First-Year Student Orientation – Wednesday, August 30th – Monday, September 4th – Hours will vary with late night shifts to be expected
- 6) Convocation – Monday, September 4th – Time to be announced

Application Timeline:

- Application Deadline: Sunday, April 30th at 11:59pm
- Interviews: Various Times – Tuesday, May 2nd- Friday, May 5th
- Offer Letters: Week of Monday, May 8th

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If you have any questions, please contact **Katie Patrick, Coordinator for Orientation and Family Engagement** at kpatrick@fas.harvard.edu