



HARVARD COLLEGE

Dean of Students Office

STUDENT ENGAGEMENT

Orientation Welcoming Committee Team Lead

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.

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. OWC Team Leads will assist with Orientation and social event planning for the class of 2024, Student Engagement office operations, and other projects that support first-year students.

Team Leads serve an important leadership role within the OWC, 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 1st - Tuesday, September 1st.**

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. 10 hours per week in the Student Engagement Office: Monday, June 1st - Tuesday, August 25th
4. Training sessions throughout the week of August 17th – August 23rd
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

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
- The management of OWC General Members' staffing schedules and performance during the week of Orientation
- Staffing the Student Engagement Office over the 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
- 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:

- Flexible schedule with a requirement of 10 hours per week in the Student Engagement Office (office hours: Monday-Friday, 9 am – 5 pm) beginning Monday, June 1st and continuing until Tuesday, August 25th.
- Hours will vary the week of Orientation, Wednesday, August 26th- Tuesday, September 1st - late night shifts should be expected
- The pay for this position is \$15 per hour with provided summer housing on campus

Application Process:

All applications are due **Sunday, March 22nd by 11:59pm.**

To apply, please fill out [this form](#) online. 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, Coordinator for Student Engagement at bnmitzner@fas.harvard.edu.