

2024 SUCCESSFULLY ORIENTING STUDENTS & CAMP WAR EAGLE POSITION DESCRIPTION & APPLICATION INFORMATION

DUE: WEDNESDAY, OCTOBER 4 AT NOON



AUBURN
First Year Experience
Student Affairs



For 2024:

As a way to continue to best serve our incoming students and families, we will have **ONE** orientation team that will be responsible for working **BOTH** Successfully Orienting Students (SOS) and Camp War Eagle (CWE) sessions. This job will require you to train in spring 2024 and work sessions in late spring, summer, and fall 2024.

What's Included:

- Position Description
- Position Expectations
- Roles & Responsibilities
- Compensation & Benefits
- Mandatory Dates
- Anticipated Session Dates
- Selection Process & Timeline

QUESTIONS: CONTACT US AT FYEDESK@AUBURN.EDU OR 334-844-4501

POSITION DESCRIPTION

The First Year Experience Office is selecting dedicated undergraduate leaders to assist with implementing Successfully Orienting Students (SOS) and Camp War Eagle (CWE) through January 2025. Each student leader serves as a resource for incoming students and their families who are transitioning to Auburn University. SOS is primarily for incoming transfer students and their families/guests, and CWE is primarily for incoming freshmen and their families/guests. As an Orientation Counselor, you will get the opportunity to learn about our great university and develop many skills to help you personally and professionally.

While FYE has outlined what is desired and anticipated at this date, the plans for the coming year are still being finalized. FYE will attempt to honor all aspects of this application to the best of our ability.

POSITION EXPECTATIONS

REQUIRED QUALIFICATIONS:

- Have and maintain a 2.2 cumulative, ungapped GPA **AND** be in good academic standing through the position's term (through fall 2024).

POSITION EXPECTATIONS AND DESIRED QUALITIES:

- Have a positive attitude and a willingness to serve
- Willing to be adaptable, and to step out of comfort zone
- Strong love for and loyalty to Auburn, and a desire to achieve excellence
- Become comfortable leading small groups of students and family members
- Strong sense of responsibility to manage multiple tasks (academics, job tasks, other responsibilities)
- Recognize that this commitment is intense, serious, fun, and rewarding



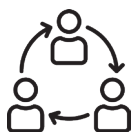
IN THIS ROLE, YOU'LL IMPROVE THESE SKILLS VALUED BY EMPLOYERS



Critical Thinking



Communication



Teamwork



Leadership



Professionalism



Career &
Self-Development



Equity & Inclusion



Technology

As defined by the National Association of College and Employers (NACE) Career Readiness Competencies.

2024 ORIENTATION COUNSELOR INFORMATION

ROLES & RESPONSIBILITIES



Orientation Counselors (OCs) serve as leaders and active participants throughout SOS and CWE sessions, and will gain experience working with both the student program and the parent/family program. During some sessions you may be leading a small group of students while in other sessions you will lead the parents/families. Specific responsibilities include facilitating group discussions, leading tours, and serving as a resource for the group you are working with in a session.

DURING TRAINING (SPRING SEMESTER)

- Attend and participate in 15 spring training sessions on Thursdays from 2 - 5 p.m.
- Prepare for weekly training sessions (including studying for and passing Auburn Knowledge tests, practicing small group sessions, preparing for campus tours, filling out appropriate paperwork, etc.)

DURING ORIENTATION SESSIONS (LATE SPRING, SUMMER, FALL)

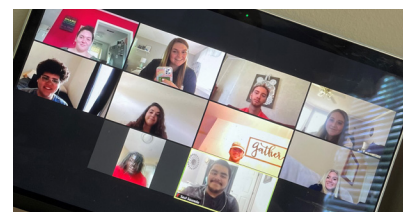
- OCs will work both in-person and virtual sessions which may include extended hours (6:30 am - 12 midnight) beyond typical business hours
- Lead small group discussions explaining campus resources with 10-15 students or a family group of approximately 45-100+ per session
- Provide information to orientation students and guests about Auburn campus resources, history, tradition, and spirit
- Lead campus tours, answer questions about the university and the student experience, and may assist students with class registration questions
- Attend session preparation meetings prior to each session
- Attend and participate in the CWE training week
- Live on-site in the residence halls during the CWE sessions and abide by Residence Hall Rules and Regulations
- Serve as a role model for all students both during and after CWE or SOS
- Other duties as assigned

AFTER SESSIONS (FALL)

- Maintain communication with your students throughout their first semester
- Participate in First 56 activities sponsored by the FYE office during fall 2024
- Recruit the 2025 FYE Orientation Counselors
- Other duties as assigned

SPRING AVERAGE WEEKLY TIME COMMITMENT

Each week you'll have a 3 hour training session on Thursdays and you will need about 2-4 hours additionally each week to prepare.



COMPENSATION AND BENEFITS

- Paid approximately \$3,000 - \$3,500 (before taxes) for position (Jan. 2024 - Jan. 2025). About 75% of this salary can be expected during the summer. OCs could work between 7-11 hours at an SOS session and between 15-25 hours at a CWE session. OCs may work up to two sessions per week in the summer.
- Free meals during SOS and CWE sessions (does not include training week)
- Free housing in the residence halls (mid-May to mid-July)
- Summer access to additional meal swipes and membership to Campus Recreation
- Uniform partially provided by FYE (shirts and shorts)
- Opportunity to have a positive impact on new students and their families
- Opportunity to develop professional and personal relationships with faculty, staff, and students
- Gain knowledge about the history, traditions, and services of Auburn
- Ability to give back to Auburn and share your love with the new incoming students and their families



2024 ORIENTATION COUNSELOR INFORMATION

MANDATORY DATES



All of the dates listed here are required, but tentative. FYE will provide as much advance notice to any date or responsibility changes. OCs must be available to work all CWE and SOS sessions through January of 2025. Seniors graduating in December of 2024 are eligible for consideration, but will not be able to work once they have graduated.



Spring Training

Training will be held in 189 Foy Hall every Thursday of Spring Semester from 2 - 5 p.m. beginning Jan 11.

OCs cannot have classes or other commitments scheduled during spring training.



Mandatory SOS Dates

Not all OCs will work all SOS sessions. Please keep these dates available until you are provided the work assignments. SOS sessions will also include a pre-session meeting the day before.

Friday, April 12, 2024	In Person
Thursday, May 9, 2024	In Person
2-3 sessions in June and July (dates TBD, held concurrently with virtual CWE sessions)	Virtual
*Thursday, August 15, 2024	In Person
*November 2024 (date TBD, Friday of away game)	In Person
*December 2024 (date TBD, after finals)	Virtual
*January 2025 (date TBD, before classes begin)	In Person

Please note:

All SOS sessions are held on weekdays from approximately 6:45 am to 4 pm, and may require you to miss class. The First Year Experience Office will provide session participation and employment verification so you can work with your professors for any missed classes/tests. It is not necessary to avoid scheduling classes on Friday.



Mandatory CWE Dates

CWE responsibilities are expected to be between May 8 and July 22. It is unknown at this time how many sessions may be required or the specific time commitment for each session.

Below is an approximate breakdown of the hours for each CWE session (based on CWE 2023):

Day Before CWE Session	- Pre-Session Meeting (1-2 hours) - Early Arrival (5 hours)
Day 1	- Hours may include 6:30 am to 12 midnight
Day 2	- Hours may include 6:30 am to 4 pm

Please note:

Due to the anticipated workload and schedule of CWE, it is not likely that Counselors will be able to take classes over the summer (virtually or in-person). If it becomes an option, approval of the CWE Director will be required to ensure the class does not interfere with the CWE sessions.



2024 ORIENTATION APPLICATION INFORMATION

SELECTION PROCESS OVERVIEW



STEP 1: LEARN ABOUT THE POSITION

Applicants are strongly encouraged to review the application and position information on our website or attend the information session. This information will help you have a better understanding of what the position entails. Be sure to also confirm that you are available for all anticipated training and session dates.



STEP 2: COMPLETE THE ONLINE APPLICATION

All parts of the application must be completed and submitted by **WEDNESDAY, OCTOBER 4 AT NOON**.

ESSAY QUESTION: You will be asked to answer one prompt. We encourage you to prepare your response in a Word document and copy/paste the answer into the online application when ready.

Prompt: In less than 500 words, why do you want to be a member of the orientation team? What can you contribute to the orientation team, and how do you hope to grow from this experience?

ABOUT ME SLIDE: We want to get to know you better. You will be asked to create a PowerPoint slide that shows your personality and who you are. Visit fye.auburn.edu/aboutme for more details, examples, and templates. Please email a PDF of your slide to fyedesk@auburn.edu by **WEDNESDAY, OCTOBER 4 AT NOON**. During the first round interview, you will also be asked to talk about a portion of your slide in 45-60 seconds. We'll project your slide up on a screen, so you do not need to bring it to the interview.



STEP 3: SIGN UP FOR A FIRST ROUND INTERVIEW

After completing your application you will have access to a link to select your interview time before **WEDNESDAY, OCTOBER 4 AT NOON**. The sooner you sign up for a time, the more options you will have. We respectfully ask that you not select your interview time until the application has been submitted. You will also receive an email instructing you to complete a brief form that will allow us to confirm your standing with the Office of Student Conduct.



STEP 4: PARTICIPATE IN FIRST ROUND GROUP INTERVIEW

You will complete several activities with a small group of other applicants. Attire for this round is casual – jeans/casual pants, polo/nice top, comfortable shoes. Athletic attire (gym shorts, yoga pants, t-shirts) and dressy attire (skirts, heels, suit & tie) are not recommended.



STEP 5: FINALISTS POSTED FOR SECOND ROUND AND INTERVIEW SIGN UPS

Come to 189 Foy Hall on Thursday, October 12 to see if you were selected for a second round interview. Lists will be posted at noon and you will have until 3 p.m. that day to sign up for your second round interview time.

RECOMMENDATION: If selected for a second round interview, you will need someone to complete a very short (3-4 minute) recommendation form on your behalf. Your reference should be someone who is able to speak to the qualities that would make you successful in our positions. Your reference may be an Auburn University staff or faculty member, a current or former employer, or a staff or faculty member from a previous institution or your high school. You may not use an undergraduate student or a family member/family friend for this recommendation.

When you sign up for your second round interview, you will be asked to provide this person's name and email address. An email will then be sent to your recommender with directions on how to complete the online recommendation form. We encourage you to speak with the person you plan to list prior to being selected for the second round so they know to expect the email. Recommendations are due by **FRIDAY, OCTOBER 20 AT NOON**.



STEP 6: SECOND ROUND INDIVIDUAL INTERVIEW

This will be a short Q&A style interview with a panel of Auburn students and staff. More instruction will be provided if selected for a second round interview.



STEP 7: ANNOUNCEMENT OF TEAM & INTRODUCTORY MEETING

The FYE staff will announce the 2024 Orientation Counselors on Monday, October 30 at 8 p.m. at Callouts on the back steps of Cater Hall. If chosen to serve as an OC, you will have an Introductory Meeting on Wednesday, November 1 at 8 p.m. Additional information will be shared during the second round of interviews.

SELECTION TIMELINE

ORIENTATION INFORMATION SESSION

Wednesday, September 20 from
7:30 - 8:30 p.m.
Mell 2550

APPLICATION DEADLINE

Wednesday, October 4 at noon

FIRST ROUND INTERVIEWS

Friday, Oct. 6, and
Monday, Oct. 9 - Wednesday, Oct. 11

FINALISTS POSTED FOR SECOND ROUND & INTERVIEW SIGN UPS

Thursday, Oct. 12 from 12 - 3 p.m.

SECOND ROUND INTERVIEWS

Friday, Oct. 20, and
Monday, Oct. 23 - Wednesday, Oct. 25

ANNOUNCEMENT OF TEAM

Monday, Oct. 30 at 8 p.m.

INTRODUCTORY MEETING

Wednesday, Nov. 1 at 8 p.m.

Questions?
First Year Experience
fyedesk@auburn.edu
334-844-4501