



2016 EXPLORE Orientation Coordinator Office of Student Programs, Tulane University

Questions may be directed to the Office of Student Programs by phone at (504) 865-5180, email at orientation@tulane.edu, or in person in the LBC, Suite G11.

APPLICATION PROCESS & TIMELINE

Feb. 15, 2016	Application LIVE! Visit https://orgsync.com/28726/forms/184804 to formally apply
Feb. 16, 2016	Interest Session 1 @ 5pm, Rechler Room, 202 LBC [Strongly encouraged]
Feb. 24, 2016	Interest Session 2 @ 5pm, Rechler Room, 202 LBC [Strongly encouraged]
March 1, 2016	EXPLORE OC Applications Due
March 14-18, 2016	EXPLORE OC Program Specific Interviews
March 28	EXPLORE OC Notifications by email [Acceptances DUE April 1]
April TBD	Program Specific Trainings
April 20, 2016	EXPLORE & Fall Welcome OC Training @ 6pm-8pm, Qatar Ballroom, 212 LBC

To serve as a 2016 EXPLORE Orientation Coordinator, candidates must complete the following steps:

1. Review the job description and responsibilities for the position below.
2. Submit the ORGSYNC application by **11:59pm, March 1, 2016**. It is recommended that applicants attend an interest session prior to applying. The online application will contain a standard set of questions common to all EXPLORE Programs and supplemental applications specific to each separate program. Applicants will rank order their interest in particular programs and complete as many supplemental applications as they wish.
3. Invitations to interview will be offered based upon a review of the written application. Applicants may be offered interviews with more than one program. Applicants may NOT be offered an interview.
4. Interviews will be held **March 14-18, 2016**. You may be contacted to schedule an interview between 9am and 4:30pm during that week.
5. Interviews will last no more than 30 minutes. Attire will be business casual.
6. Applicants will be notified on **March 28, 2016** if you have been offered a position. You will only be offered a position with **ONE** program (if any).

Students currently abroad for spring 2016 are eligible to apply to be on staff for 2016 as long as you will be back on campus for the fall 2016 semester. Phone or Skype interviews may be set up at the discretion of the individual program coordinators. Students studying abroad in fall 2016 are not eligible to apply.

Previous EXPLORE OCs are required to submit a new application and are NOT guaranteed an interview nor a position for 2016.

We will be hiring 30 EXPLORE Orientation Coordinators total for Greenie Camp, Ignite, and NOLA Experience for 2016. View the breakdown by program below:

GREENIE CAMP 8	IGNITE 6	NOLA EXPERIENCE 16
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Down & Dirty, ENGAGE NOLA: Leadership & Community Building by Hillel, and the Summer Journalism Experience recruit EXPLORE OCs through involvement with those units directly and are not part of this application process.

Learn more about the 2016 EXPLORE Programs at EXPLOREPROGRAMS.TULANE.EDU.

GENERAL JOB DESCRIPTION

EXPLORE Orientation Coordinators serve in responsible and influential peer support roles as non-paid volunteers.

Expectations:

- Be a positive role model and serve as a mentor for incoming students
- Abide by the Code of Student Conduct and remain in good standing with the University
- Agree to remain alcohol and drug free for the duration of the staff training, the program week, and whenever representing the EXPLORE Programs
- Actively participate in all training sessions and staff meetings

Duties & Responsibilities:

- Assist new students in and throughout their transition to Tulane
- Guide small groups of new students, facilitating discussions, and executing engaging large group and small group activities during EXPLORE
- Work cooperatively with fellow student staff members and professional staff program and track leaders

Qualifications:

- Good academic standing with at least a 2.50 cumulative GPA (*current first-year students are eligible to apply*)
- Good conduct standing (prior to and throughout the duration of the position)
- Diverse involvement and leadership experience at Tulane University
- Strong desire to work with new students and staff across campus
- An understanding of and appreciation for students from various backgrounds and social identities
- Strong communication and organizational skills, team-player approach, and problem-solving abilities

Please note that due to the timing and position responsibilities, EXPLORE OCs will not be able to also hold a position as a Resident Advisor or Senior Staff member with Housing and Residence Life. EXPLORE OCs may serve in other leadership or employment roles on campus pending those positions do not conflict with the training and program implementation in August.

SPRING & SUMMER 2016 SCHEDULE:

All times and events listed below are mandatory requirements. Any conflicts with the dates below need to be discussed PRIOR to accepting the EXPLORE OC position.

Spring TBA	Program specific OC training (up to the discretion of program coordinators)
Apr. 20, 2016	EXPLORE & Fall Welcome OC Training @ 6pm – 8pm, Qatar Ballroom, 212 LBC
Aug. 17, 2016	EXPLORE OCs return to campus (approved for early move-in with HRL)*
Aug. 18, 2016	EXPLORE OC training
Aug. 19 – 21, 2016	Program specific OC training (up to the discretion of program coordinators)
Aug. 21 – 22, 2016	EXPLORE Programs begin
Aug. 25, 2016	EXPLORE Programs conclude
Aug. 26, 2016	Move-In Day

**Student Programs will coordinate with Housing & Residence Life on the specific move-in dates and procedures.*

Thank you for your interest in the EXPLORE OC position. We look forward to receiving your application!

