APPLICATION PROCESS & TIMELINE
Feb. 15, 2016       OC Application **LIVE.** Visit [https://orgsync.com/28726/forms/182094](https://orgsync.com/28726/forms/182094) to apply
March 1              OC Interest Session 1 @ 5pm in McKeever Room, 210 LBC
March 9              OC Interest Session 2 @ 6pm in Korach Room, 208 LBC
March 13, 11:59pm    OC application **DUE [NEW & RETURNER OCs]**
March 30 – 31        OC Interviews  [5pm – 9pm, Stibbs Room, 203 LBC]
April 4              OC Notifications by email

To apply to be a 2016 Fall Welcome Orientation Coordinator (OC) for freshmen or transfer students, candidates must complete the following steps:
1. Review the description and responsibilities for the position below.
2. Attend an interest session to learn more about the position and ask specific questions [encouraged but not required].
3. Submit the ORGSYNC application by **11:59pm, Sunday, March 13. [NEW & RETURNER OCs]**
4. Invitations to interview will be offered based upon a cumulative GPA and conduct record review. Interviews will be held **March 30 and March 31 in the evening.** You will be contacted to schedule an interview.
5. Interviews will last 15 minutes. Attire will be business casual.

GENERAL JOB DESCRIPTION
Some of the first friendly faces new students meet when they arrive to campus in August, the Orientation Coordinators are involved in facilitating Fall Welcome events. During their **three-week** Fall Welcome commitment, the OCs work closely with incoming students to familiarize them with Tulane.

**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
- Assist new students through their transition into the University during the first three weeks of the fall semester
- Display enthusiasm and encourage new students to get involved and attend Fall Welcome programs
- Possess knowledge of campus resources and good communication skills to facilitate small group discussions
- Be reliable, responsible, confident, dependable, flexible, and able to manage time well

The Orientation Coordinators (OCs) are responsible to the Office of Student Programs.

**Qualifications:**
- Good academic standing with at least a 2.50 cumulative GPA
- Good conduct standing (prior to and throughout the duration of the position)
- Diverse involvement and experience at Tulane University
- Strong desire to work with students, family members, faculty, and staff
- Strong communication skills
- An understanding of and appreciation for students from various backgrounds and social identities
- Maturity, strong work ethic and organizational skills, team-player approach, and problem-solving abilities

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Please note that due to the timing and position responsibilities, OCs will not be able to also hold a position as a Resident Advisor and may not study abroad in the fall 2016 semester. NEW OCs may not study abroad in spring 2016. Orientation Coordinators may serve in other leadership roles on campus pending those roles do not conflict with the mandatory training and program schedule in April and August.

**SPRING & FALL 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 Orientation Coordinator position.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Apr. 20, 2016</td>
<td>All OC training, 6pm-8pm in the Qatar Ballroom, 212 LBC</td>
</tr>
<tr>
<td>Aug. 23, 2016</td>
<td>OCs approved for early arrival Move-In</td>
</tr>
<tr>
<td>Aug. 26, 2016</td>
<td>Move-in Day</td>
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<tr>
<td>Aug. 26 – Sept. 15</td>
<td>Fall Welcome</td>
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Housing & Residence Life will approve Orientation Coordinators residing in on-campus housing for fall 2016 for an early arrival move-in date of Wednesday, August 23, 2016. More information regarding the early arrival process will be communicated throughout the summer.

**FALL WELCOME 2016 SCHEDULE:**

OCs will be required to attend/participate in several activities throughout Fall Welcome. The events below are mandatory for OCs:

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<th>Date</th>
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<tbody>
<tr>
<td>Aug. 25</td>
<td>Transfer Orientation [Transfer OCs ONLY]</td>
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<tr>
<td>Aug. 26</td>
<td>Move-In Day, Welcome to the Wave, Reily Rocks</td>
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<tr>
<td>Aug. 27</td>
<td>First OC Meeting, President’s Convocation, First Fest</td>
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<tr>
<td>Aug. 28</td>
<td>Where are my classes? Tour, Newcomb-Tulane College Orientation, Sex Signals, Living Well at TU</td>
</tr>
<tr>
<td>Aug. 28</td>
<td>French Quarter Dinner/Haunted History Tour [Transfer OCs ONLY]</td>
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<tr>
<td>Sept. 1</td>
<td>Student Activities Expo [early evening]</td>
</tr>
<tr>
<td>Sept. 2</td>
<td>Riverboat Cruise [6pm – 10:30pm]</td>
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OCs will also be expected to remain in contact with new students throughout the first three weeks of the fall semester through the following opportunities:

- Participation in Resident Advisor floor programs or visiting with students in their residence hall
- Inviting students to a meal on campus (for OCs with a meal plan)
- Encouraging students to attend additional Fall Welcome programs in the second and third week of the fall semester and accompanying students to those events
- Reaching out to new students through face-to-face contact, technology, or social media to check-in and provide additional support to new students throughout the first three weeks

*The Fall Welcome schedule is currently being developed and times and additional events will be announced during training in August.*

**COMPENSATION**

The Orientation Coordinator position is an unpaid position. Fringe benefits include early arrival move-in access into the residence halls, meals during training and Move-In for those students who do not have a meal plan, and Fall Welcome apparel and merchandise.

*Thank you for your interest in the Orientation Coordinator (OC) position. We look forward to receiving your application soon!*

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