2017 EXPLORE Orientation Coordinator
Position Description
New Student & Leadership Programs, Tulane University

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

APPLICATION PROCESS & TIMELINE
February 15       EXPLORE OC Application LIVE in the New Student & Leadership Programs OrgSync Portal
February 20       Info Session 1 @ 5pm-5:30pm, Race Room, 201 LBC
February 21       Info Session 2 @ 12pm-12:30pm, Race Room, 201 LBC
March 5, 11:59pm   EXPLORE OC Applications DUE!
March 20-24       EXPLORE OC Program Specific Interviews
April 7           EXPLORE OC Notifications by email

To serve as a 2017 EXPLORE Orientation Coordinator, candidates must complete the following steps:
1. Review the description and responsibilities for the position below.
2. Attend an info session to learn more about the position and ask questions [encouraged but not required].
3. Submit the OrgSync application https://orgsync.com/141360/forms/242610 by 11:59pm, Sunday, March 5. 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 programs and complete as many supplemental applications as they wish.
4. 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.
5. Interviews will be held March 20-24, 2017. You will be contacted to schedule an interview, which will last no more than 30 minutes. Attire will be business casual.
6. Applicants will be notified on April 7, 2017 if you have been offered a position. You will only be offered a position with ONE program (if any).

Students currently abroad for spring 2017 are eligible to apply to be on staff for 2017 if you will be back on campus for the fall 2017 semester. Phone or Skype interviews may be set up at the discretion of the individual program coordinators. Students studying abroad in fall 2017 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 2017.

We will be hiring 30 EXPLORE Orientation Coordinators total for Greenie Camp, Ignite, and NOLA Experience for 2017.

| GREENIE CAMP: 12 OCs | IGNITE: 6 OCs | NOLA EXPERIENCE: 12 OCs |

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

Students interested in the IGNITE OC position are strongly encouraged to have attended events exploring race/racism, class/classism, and gender/sexuality and be prepared to discuss their experience with these in their interview. Suggested events are available on this curated list (https://cactusacademytulane.com/event-calendar/)

Learn more about the 2017 EXPLORE Programs (including the 6 NOLA Experience tracks for 2017) at EXPLOREPROGRAMS.TULANE.EDU.
GENERAL POSITION 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
• 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 2017 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
April 24      EXPLORE & Fall Welcome OC Training @ 5:30pm – 8pm, Kendall Cram Room, 213 LBC
August 16    EXPLORE OCs return to campus (approved for early move-in with HRL) *
August 17    EXPLORE OC training [9am – 10pm]
August 18-19 Program specific OC training (up to the discretion of program coordinators)
August 20-24 EXPLORE Programs [Programs run from 8am – late evening]
August 25    Move-In Day

*New Student & Leadership Programs will coordinate with Housing & Residence Life on the specific move-in date procedures.

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