2017 Fall Welcome Orientation Coordinator and TIDES Peer Mentor Job Description
New Student & Leadership Programs, Division of Student Affairs
Undergraduate Academic Programs, Newcomb-Tulane College

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.

**This year we are excited to offer the opportunity for students to serve in a dual role as both a Fall Welcome OC and as a TIDES Peer Mentor. You may apply to serve as only a Fall Welcome OC or for the dual OC/ TIDES Peer Mentor role.**

APPLICATION PROCESS & TIMELINE
February 8  Fall Welcome OC Application & TIDES Peer Mentor Supplemental Application LIVE! [Visit New Student & Leadership Programs OrgSync to apply]
February 16  Info Session 1 @ 5pm in McKeever Room, 210 LBC
March 8  Info Session 2 @ 12pm in Rechler Room, 202 LBC
March 12, 11:59pm  Fall Welcome OC & TIDES Peer Mentor Application DUE!
March 20-23  Interviews for dual Fall Welcome OC & TIDES Peer Mentor Applicants [Times TBD]
March 24  Notifications Round 1
April 4-5  Interviews for Fall Welcome OC only Applicants @ 5pm – 9pm in Stibbs Room, 203 LBC
April 10  Notifications Round 2

To apply to be a 2017 Fall Welcome Orientation Coordinator (OC) and TIDES Peer Mentor for first-year or transfer students, candidates must complete the following steps:
1. Review the description and responsibilities for the position(s) below.
2. Attend an info session to learn more about the position(s) and ask questions [encouraged but not required].
4. Invitations to interview will be offered based upon a review of application materials, cumulative GPA verification, and conduct record review. Interviews will be held March 20-23 for those interested in the OC and TIDES Peer Mentor dual role and April 4-5 for those interested in the OC role only. You will be contacted to schedule an interview. 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. This year, we are excited to offer the opportunity for students to serve in a dual role as both a Fall Welcome OC and as a TIDES Peer Mentor. You may apply to serve as only an Orientation Coordinator, or for the dual OC/ TIDES Peer Mentor role.

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
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

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. 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 2017 semester. NEW OCs may not study abroad in Spring 2017. 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.

TIDES PEER MENTOR

The TIDES Peer Mentor program is an academic leadership opportunity for upper-class students to serve as a mentor to first-year students in a class setting. Peer Mentors play a crucial role in helping first-year students’ transition to the academic community at Tulane. You can learn more about the TIDES program at http://www2.tulane.edu/college/tides/. If you are interested in serving in the dual OC/TIDES Peer Mentor role, you will be asked to answer additional questions on your OC application on OrgSync.

TIDES Peer Mentors serve for the full fall semester, August 28 - December 8, 2017 and are student employees of Newcomb-Tulane College.

Additional Requirements:
- Attend required training, mid semester check-in, and end of semester appreciation event
- Attend monthly 15 minute one-on-one check-ins with Newcomb-Tulane College Staff
- Submit weekly check-in report on Canvas
- Attend all TIDES classes and field trips; meet with assigned TIDES professor as needed
- Meet with all TIDES mentees in person one-on-one twice during the semester and follow up via email or with additional meetings as necessary; be available for additional communication with and support of mentees
- Plan one class gathering for TIDES students outside of normal class time
- Attend Spring Check-In in Spring 2018

SPRING & FALL 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 position(s).
April 23       TIDES Peer Mentor Training [Only for those serving in the dual OC/Peer Mentor role]
April 24       All OC Training, 5:30pm-8pm in the Kendall Cram Room, 213 LBC
August 22      OCs approved for early arrival Move-In
August 23-24   OC Training [Plan for all day and evening on Aug. 23 and all day on Aug. 24]
August 25      Move-In Day
August 25-Sept. 10  Fall Welcome
September 24   Peer Leadership Academy [Only for those serving in the dual OC/Peer Mentor role]
October 6      Mid-semester Check-In, 12pm-2pm [Only for those serving in the dual OC/Peer Mentor role]
December 1     End-of-semester Appreciation, 5pm [Only for those serving in the dual OC/Peer Mentor role]

Housing & Residence Life will approve OCs residing in on-campus housing for Fall 2017 for early move-in on Tuesday, August 22, 2017. More information regarding the early arrival process will be communicated throughout the summer.

FALL WELCOME 2017 SCHEDULE:
OCs will be required to attend/participate in several activities throughout Fall Welcome. The events below are mandatory for OCs:

Aug. 24       Transfer Orientation [Transfer OCs ONLY]
Aug. 25       Move-In Day, Welcome to the Wave
Aug. 26       President’s Convocation, Reily Rocks
Aug. 27       Newcomb-Tulane College Orientation, Sex Signals, Living Well at TU, Reading Project Discussions
Aug. 27       French Quarter Dinner/Haunted History Tour [Transfer OCs ONLY]
Aug. 31       Student Activities Expo
Sept. 1       Riverboat Cruise
Sept. 2       Home Football Game

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. Those serving in the OC and TIDES Peer Mentor role will be compensated $250 for the semester, which will be paid in 5 installments throughout the semester. This stipend will not interfere with any federal work-study eligibility. Your stipend is contingent upon good standing with the program.

Thank you for your interest in the Orientation Coordinator (OC) and TIDES Peer Mentor positions. We look forward to receiving your application soon!