



## Orientation Coordinator

### SUMMARY:

The First Year Experience at HWS empowers all students to develop skills and habits that will enable them to engage in academic excellence, demonstrate personal well-being, and actively contribute to an equitable community.

During their first-year, students will find belonging at the Colleges:

- Students will gain the ability to self-reflect about their motivations, behavior, strengths, and challenges, and use this reflection to plan for the future.
- Students will learn to appreciate and engage with difference and complexity in their communities.
- Students will establish a sense of belonging at HWS through connections with their cohort peers, upper-class mentors, staff, faculty and Geneva community members.

During the first-year, student will engage their resources at the Colleges:

- Students will be aware of the offices, services, and individuals on campus that are available to support them as they take action to realize their academic and personal goals.
- Students will engage in specific conversation with key offices and individuals on campus.
- Students will develop a list of their own resources on campus (that work best for them and to whom they can refer when they need assistance at a future time).

The Orientation Coordinators (OCs) help select, train and guide the entire student Orientation Team which consists of 20 Orientation Leaders, or OLs and approximately 100 Orientation Mentors, or OMs. OCs are expected to possess a broad-based knowledge of HWS offices, programs and services. They must be skillful in communicating this information with a wide variety of Orientation stakeholders.

### OVERVIEW:

The OC position is an intensive leadership experience. As such, a basic understanding of key leadership skills and relevant experience is preferred. OCs help develop a broad, overarching vision for Orientation while simultaneously planning the fine details required for success. The position blends independent thinking with a highly collaborative approach. Day-to-day issues require creative and critical thinking to solve unique problems. Furthermore, OCs model professionalism in all areas of leadership: peer supervision, budget management, public speaking and written forms of HWS communication including business letters, email, social media, print media sent to incoming students, their families and the broader public. These advanced skills are beneficial for success in any career field.

OCs work directly with Student Engagement and campus collaborators to help new students, family and friends realize a smooth transition to the Hobart and William Smith community. Ultimately, the Orientation Coordinator experience is a unique student leadership honor and a rewarding opportunity for personal and professional growth.

O-Team members will facilitate new student outreach coordinated by Student Engagement during the first 3 weeks of the semester. O-Team will assist with providing on-going support, encouragement, and resources to new students. Some examples include sending emails and text messages, bringing new students to Involvement Expo, meeting for a meal on campus, and attending a campus event together. This continued outreach helps to ensure a smooth transition to the academic year and campus life.

### QUALIFICATIONS:

- Must be in good academic and social standing with the Colleges
- Possess a solid academic record and be an exemplary campus citizen (Minimum 2.75 GPA)
- Rising sophomore, rising junior, rising senior, or masters student
- Prior campus involvement in work-study, club leadership, or other campus roles
- Knowledge of and commitment to the goals of orientation
- Exhibit a positive attitude and ability to motivate others

- Strong interpersonal and communication skills (via resume and interview)
- Ability to work effectively and collaboratively with diverse groups of people
- Demonstrate flexibility and willingness to assist others
- Previous experience on the HWS O-Team is preferred, but not required

**RESPONSIBILITIES:**

- Hire approximately 20 Orientation Leaders and around 100 Orientation Mentors in the spring semester
- Plan and implement all aspects of Orientation student staff training
- Regularly communicate throughout the summer with the Orientation Team and incoming FY classes
- Plan, organize and implement student sessions and activities for the week-long Orientation program
- Create social media content throughout the summer on Instagram, TikTok, etc
- Respond to Orientation related correspondence: calls, letters, email and social media messages

**SUPERVISOR:** Kristen Tapscott, Assistant Vice President for Campus Life

**OTHER INFORMATION:** This position begins on March 15 and will conclude on September 18. Some evening and weekend work is required. Compensation includes \$5,500. HWS campus housing (optional) is included. This position description is not all-inclusive, as other tasks or responsibilities may be assigned.