

Orientation Leader / New Student Mentor Position Description

New Student Programs (NSP) supports new students during their first year at The Evergreen State College, and helps them become successful and life-long members of the Greener community. This support is achieved through an intentional series of programs designed to foster student learning and development.

NSP recruits, hires, trains, and supports a diverse team of student leaders who are committed to the mission of facilitating successful student transitions. Orientation Leaders and New Student Mentors work collaboratively with student and professional staff across campus to help new students build connections, navigate the institution, and access resources.

We will hire 25-30 Orientation Leaders to support New Student Orientation. From that pool, we will select 10-12 New Student Mentors to continue working through the academic year with first-year core programs. Please see “further details” below for the specifics of each job assignment.

Orientation Leaders and New Student Mentors are supported by three Student Coordinators, supervised by the Director of New Student Programs, and are part of the student staff of Student and Academic Support Services (SASS).

Minimum Qualifications:

- Have completed two or more quarters at Evergreen with satisfactory academic progress by the end of Spring quarter 2017. Preferred: students who have successfully completed at least one quarter in an interdisciplinary academic program.
- Pass an Evergreen student conduct record check showing “good standing.”
- Past experience with co-curricular participation, which could include: volunteer work, internship, employment, club leadership/membership, student leadership, community leadership, etc.

Skills, Knowledge, and Attitudes:

- Demonstrate understanding of and passion for the Evergreen approach to a liberal arts education.
- Demonstrate excellent active listening skills.
- Demonstrate multicultural competency in order to work effectively across significant differences.
- Demonstrate strong interpersonal communication and collaboration skills.
- Ability to work independently as well as part of a team.
- Ability to take initiative and be self-motivated.

Benefits:

- \$12.50/hour for scheduled training and work hours.
- Complimentary New Student Mentor gear (t-shirt and sweatshirt).

Further Details:

Orientation Leader

We will hire 25-30 Orientation Leaders to support New Student Orientation, a six-day period when new students move into residence halls and attend a range of activities on campus prior to the start of classes. 2-3 Orientation Leaders will also work with smaller groups of students who arrive on campus earlier than the official Orientation period, such as new international students. Duties will include: staffing check-in, staffing photo ID station, staffing Info Desk, providing directions around campus, and connecting individually and in small groups with new students and their families.

Required Schedule Commitments:

- Attend June 10 full-day retreat.
- Attend September 12 and 13 full-day trainings.
- Available September 14, 15, and 18 for New Student Orientation preparation work.
- Available September 19-24 for New Student Orientation (expected to work up to 40 hours).

New Student Mentor

Any interested Orientation Leaders may apply to continue as a New Student Mentor for the 2017-2018 academic year. We will hire 10-12 New Student Mentors to work with a program/course, and connect with a caseload of approx. 18 first-time first-year students. 1-2 of these Mentors will connect with courses designed for new transfer students, such as Cornerstone.

Required Schedule Commitments:

- Work through the full 2017-2018 academic year (8-12 hours per week).
- Ongoing trainings: weekly meetings every Wednesday 1pm-3pm.
- Support Winter Orientation, Spring Orientation, and Transfer Day.

How to Apply

- Please submit the following documents in PDF form via email to orientation@evergreen.edu:
 - Current resume listing position titles, dates, and responsibilities of all employment, leadership, and volunteer positions.
 - Cover letter that explains (a) how the experience on your resume demonstrates the desired qualifications, (b) what personal traits or skills you possess that will support you in this position, and (c) why you would like to be an Orientation Leader / New Student Mentor.
 - Name, title, contact information, and relationship (boss, faculty member, advisor, etc.) of 2-3 people who have agreed to serve as your references.