JOB DESCRIPTION

Orientation is the process of assisting new students through the transition necessary for a successful college experience. Community Advisors facilitate this process by providing new students with an introduction to campus and its resources, assisting them with implementing assessment instruments, preparing them for academic advising with their faculty advisor and representing WPI from a fellow student’s perspective. Once A Term begins, Community Advisors continue to assist new students through the end of B Term.

Community Advisors work closely with first-year students’ Faculty Advisors and Resident Advisors during A and B Term. Community Advisors assist first-year students with developing four year plans, choosing or changing a major, course selections, web registration and wait list procedures. Community Advisors also assist students who are struggling academically to develop good study habits or refer them to the proper resources if necessary. In addition to academic issues, the Community Advisor, together with the Resident Advisor, helps new students deal with some of the transitional issues outside academics that many students struggle with during the first semester of college.

Potential candidates must demonstrate an interest in working with new students from a variety of backgrounds and a willingness to accept responsibility for the success of their group. Selection is based on previous work experience, knowledge of WPI, scholarship, leadership, creativity and personality. Additionally potential candidates must possess a warm and friendly manner, sincerity, patience, maturity of judgment, enthusiasm and punctuality. A willingness to follow a prescribed standard and be a positive role model for our new students is essential.

All students selected for a position for the 2010-2011 New Student Orientation program are expected to attend all D and A Term trainings. The only exceptions to this rule are students who are away at project centers in D Term. Please mark your calendars accordingly. You are also expected to be on campus during A and B Term.
ORIENTATION PROGRAMS
COMMUNITY ADVISOR APPLICATION

JOB RESPONSIBILITIES AND EXPECTATIONS

- Be on campus during A and B Term and attend all training events in both D and A/B Term. Mark your calendars now for the following D-Term training dates: March 25, 5-7pm and the following A-Term training dates: August 15-20, 2010;
- Actively participate in the four days of New Student Orientation and fulfill all duties assigned to you during NSO;
- Work in a team approach, stay in weekly contact with the Faculty Advisor and Resident Advisor;
- Work in a team approach with the Faculty Advisor and the Resident Advisor to generate ideas for activities and programs;
- Plan, organize and execute educational programs for your Insight group;
- Work collaboratively with the RA to plan, organize, and execute programs in A term and B term;
- You will have a $250 budget to use for your Insight Programs;
- Actively initiate contact with all of the students in your Insight group and develop a rapport with each individual;
- Focus on and/or meet with your Insight group a minimum of 5 hours per week;
- Ensure that students attend all meetings with the Faculty Advisor. Refer students to resources as appropriate;
- Attend RA sponsored programs;
- Submit program plans by deadlines, and submit biweekly time sheets and evaluation reports to ensure accurate record keeping;
- Actively participate in Parents Weekend.

REMUNERATION

- All meals, transportation and incidental charges are paid for by WPI during D and A/B Term training.
- Housing is available in the Residence Halls for students who do not have housing until the beginning of A Term.
- Each Community Advisor is paid a stipend of $750.00 (paid in two installments at the end of A and B Term.) The stipend is paid once all responsibilities and expectations have been met.
- Lifelong friendships with fellow Community Advisors and new students.

Failure to comply with the Community Advisor job description may result in termination of position and not being hired for the future as a Community Advisor.
OVERVIEW OF SELECTION PROCESS

12/01 • Applications available in the Student Activities Office
12/10 • Information Sessions at 12 Noon and 4:30PM in the Mid-Century Room, Campus Center
01/20/2010 • Applications, recommendations, and grade summary report due in the Student Activities Office. Sign up for your interview.
01/25 - 01/29 • Candidate interviews in the Peterson room
02/03 • Group Process
02/13 • Notification of selection

APPLICATION REQUIREMENTS

1) Applicants must be full time undergraduate students in good academic standing at WPI.

2) The following material must be on file in the Student Activities Office by Wednesday, January 20, 2010:
   - A completed application form;
   - Recommendation Letters (2) (must be from a faculty/staff member and/or past supervisor);
   - A Grade Summary Report obtained from the Registrar’s Office.

SELECTION PROCESS

1) Applications are due on January 20, 2010 and they will be reviewed by the selection committee.

2) When submitting the application, sign up for an interview.

3) Potential candidates will be contacted via email if they are selected to continue the process with a group interview.
Your application materials convey the image you wish to present to the selection committee. We look forward to reviewing your well-developed material.

### PERSONAL DATA

<table>
<thead>
<tr>
<th>Name</th>
<th>WPI Box Number</th>
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<tbody>
<tr>
<td>College/Local</td>
<td>Home Address</td>
</tr>
<tr>
<td>Address</td>
<td>(if different)</td>
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<tr>
<td>Local Phone</td>
<td>Home Phone</td>
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<tr>
<td>Major</td>
<td>Graduation Year</td>
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### ORGANIZATIONAL ACTIVITIES

**Academic honors and achievements:**

**Co-curricular activities on-campus (list title of organization(s) and if applicable, list office(s) held):**

**Co-curricular activities off-campus (list title of organization(s) and if applicable, list office(s) held):**

Please mark if you are going to be away ____ C Term ____ D Term

Please note that all applicants must be on campus during A and B Term.

### ESSAY QUESTIONS

Please type your responses on a separate sheet of paper. **Please note:** We value your opinions and will consider them to a great extent in our overall evaluations.

1. Why are you interested in becoming a Community Advisor?
2. What qualities and/or skills do you possess which you feel will make you a valuable Community Advisor?
3. Please describe your most significant experience from your first year at WPI and how it has shaped your desire to be a Community Advisor.
4. What do you feel will be your biggest challenge as a Community Advisor?

Your Signature

Date

*Please return this completed application and attached materials to the Student Activities Office by January 20, 2009.*
Thank you very much for your time and effort on behalf of this WPI student.

Please return this form to Emily Perlow in the Student Activities Office
by January 20, 2010.