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
RETURNING COMMUNITY ADVISOR
APPLICATION

JOB RESPONSIBILITIES AND EXPECTATIONS

- Attend all training events in both D and A 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 five days of New Student Orientation and fulfill all duties assigned to you during NSO;
- Be on campus during A and B Term;
- Attend Insight staff meetings in A and B Term;
- Stay in weekly contact and work cooperatively 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, as well as assist with the planning and organizing of these activities as appropriate;
- Actively initiate contact with all of the students in your Insight group and develop a rapport with each individual;
- Meet with your group 5 hours per week;
- Ensure that students attend all meetings with the Faculty Advisor;
- Refer students to resources as appropriate;
- Submit biweekly time sheets and reports to ensure accurate record keeping;
- Assist with Parents Weekend.

REMUNERATION

- All meals, transportation and incidental charges are paid for by WPI during D and A 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.)
- Lifelong friendships with fellow Community Advisors and new students.
OVERVIEW OF SELECTION PROCESS

12/01  ● Applications available in the Student Activities Office
01/20/2010  ● Applications and grade summary report due in the Student Activities Office.
              Sign up for an interview.
01/25 – 01/29  ● Candidate interviews
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;
   ● Two Recommendation Letters (2) (must be from your Faculty Advisor and RA);
   ● A Grade Summary Report obtained from the Registrar’s Office.

SELECTION PROCESS

1) Once the selection committee has reviewed your application, a one-on-one interview will be scheduled with every applicant during the week of January 25-29, 2010.

2) Criteria that the selection committee will consider in renewing your Community Advisor position includes: your application, portfolio, essay, interview and past Community Advisor work history. The ideal candidates will be selected for his/her ability to be a team player, maturity level, attitude, self-confidence, communication & leadership skills and academic achievement.
ORIENTATION PROGRAMS
RETURNING COMMUNITY ADVISOR APPLICATION

PERSONAL DATA

Name ___________________________ WPI Mail Box ___________________________
College/Local Address ___________________________ Home Address ___________________________
Address (if different) ___________________________
Local Phone ___________________________ Home Phone ___________________________
Major ___________________________ Graduation Year ___________________________

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.

PORTFOLIO DIRECTIONS

1) Please develop a portfolio to present during your interview that demonstrates your ability to help students transition academically, develop a community and grow personally. You may use flyers from programs, testimonials from your students and/or show a timeline of your activities. In your portfolio, please detail specifically how you have worked with your Faculty Advisor and Resident Advisor. Please use your portfolio as an opportunity to show the selection committee all of the work you have done as a Community Advisor.

2) Develop an essay detailing how you have developed and grown as a person through your involvement as a Community Advisor.

Your Signature ___________________________ Date ___________________________

Please return this completed application and attached materials to the Student Activities Office by January 20, 2010.
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.