JOB DESCRIPTION
Orientation is the process of assisting new students through the transition necessary for a successful college experience. Student 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.

The Senior Community Advisor serves as a valuable resource for new and returning CAs. Senior Community Advisors assist WPI administrators with planning and facilitating numerous parts of Community Advisor training. Utilizing experience and knowledge gained from previous New Student Orientations, the Senior Community Advisor will act as a role model and provide essential support and leadership to the Community Advisor staff.

All students selected for a position for the 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: March 25, 5-7 p.m., and the A-Term training dates: August 15-20, 2010.

JOB RESPONSIBILITIES AND EXPECTATIONS

• Serve as the official liaison between professional staff and Community Advisors during training. Responsible for getting to know and forming a working relationship with each member of the Community Advisor staff.

• Attend weekly meetings with administrative staff to assist with the planning of training as well as, New Student Orientation.

• Ensure the Community Advisors know the training schedule, are on-time for workshops and have a positive attitude about the training process.

• Provide on-site supervision of Community Advisors at their job assignments throughout the five days of New Student Orientation.

• Responsible for taking digital pictures throughout training.

• Coordinate all aspects of the Can We Talk? program including: pre-assigning groups and topics; facilitating theme selection; collecting scripts for staff approval; providing all technical and theatrical support to Community Advisors during production.

• Assist professional staff with planning and producing the End of Training Banquet including: assisting with decoration and theme; compiling pictures from training for
slide show; assisting with awards and co-hosting the evening with the professional staff.

- Assist professional staff with the planning and production of several workshops during the week of training (i.e. *Behind Closed Doors, Game of Life, and Answering Tough Questions*).
- Assist the Director of Campus Center and Student Activities with programs throughout New Student Orientation (i.e. Arrival Day, Orientation Olympics).
- Other duties as assigned.

**REMNUNERATION**

- 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.
- Lifelong friendships with fellow Community Advisors and new students.
- Each Senior Community Advisor is paid a stipend of $250.00.
ORIENTATION PROGRAMS
SENIOR COMMUNITY ADVISOR APPLICATION

The Senior Community Advisor serves as a valuable resource person for new and returning CAs. Senior Community Advisors assist WPI Administrators with planning and facilitating numerous parts of Community Advisor training. Utilizing experience and knowledge gained from previous New Student Orientation, the student(s) selected for the SCA position will provide essential support and leadership to the Community Advisor staff.

OVERVIEW OF SELECTION PROCESS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/01</td>
<td>Applications available in the Student Activities Office</td>
</tr>
<tr>
<td>01/20/2010</td>
<td>Applications and grade summary report due in the Student Activities Office</td>
</tr>
<tr>
<td></td>
<td>And sign up for your interview</td>
</tr>
<tr>
<td>01/25 – 01/29</td>
<td>Candidate interviews</td>
</tr>
<tr>
<td>02/13</td>
<td>Notification of selection</td>
</tr>
</tbody>
</table>

APPLICATION REQUIREMENTS

1) Applicants must be full time undergraduate students in good academic standing at WPI. Sophomores and juniors who have completed at least 8/3 units of acceptable work in four successive terms are encouraged to apply.

2) Student's applying for the Senior Community Advisor position must be on-campus for D and A Term.

3) The following material must be on file in the Student Activities Office by Wednesday, January 20, 2010:
   - A completed application form (attached), including two letters of reference.
     - One letter must be from a faculty advisor you worked with in Insight and one letter must be from a fellow CA.
   - A Grade Summary Report obtained from the Registrar's Office.

SELECTION PROCESS

1) The selection team will review your application materials and will conduct one in-depth personal interview.

2) The ideal candidates will be selected for their potential to work as a team, as well as the following criteria: initiative, maturity level, attitude, self-confidence, task follow-through, communication & leadership skills, and academic achievement.
ORIENTATION PROGRAMS

SENIOR COMMUNITY ADVISOR APPLICATION

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

Name __________________________ WPI Mail Box __________________________
College/Local Address ____________________________________________________
Home 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):

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. What aspects of your role as a Community Advisor were most enjoyable? Why?
2. The Senior Community Advisor position requires extensive time and effort. Why do you wish to serve in this position and what do you hope to gain from involvement in this senior leadership position?
3. How would you improve training this year? Give some suggestions on what types of programs you might develop to improve training.
4. 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. Please use your portfolio as an opportunity to show the selection committee all of the work you have done 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.