Position 1: Publications, Technology, and Business Coordinator
(Reporting to Office of Student Leadership and Activities)

- Research Welcome Week programs, websites, and publicity at other schools for ideas and good practices
- Propose enhancements to the Welcome Week website and implement as appropriate
- Compile information, edit and update Facebook, Twitter, and Tumblr
- Respond to Welcome Week e-mail inquiries
- Work with publications to update and/or create new Welcome Week materials (postcard, schedule/brochure, etc.)
- Design publicity for Welcome Week
- Work with administrative assistant to coordinate the ordering, receipt, storage, and distribution of promotional items and supplies, such as t-shirts, and other give-aways
- Work with other campus offices to coordinate academic and educational programs for new students
- Assist in the implementation of the Welcome Week Program
- Manage the ad solicitation for the Welcome Week brochure process and keep accurate records
- Attend weekly Welcome Week planning meetings
- Maintain an open line of communication with supervisor(s)
- Work collaboratively with the Programming Coordinator as needed
- Participate in all aspects of training
- Maintain offices hours and meet with supervisors regularly
- Other duties as assigned

General responsibilities:

- Responsibilities will begin in the spring semester.
- Coordinator will establish office hours and will also meet weekly to discuss their progress with their supervisor(s).
- Beginning on May 25, 2011, the coordinator will work approximately 25 hours a week.
- During the summer, students cannot hold any other on campus job, or take classes. This position is their primary responsibility.

Qualifications:

- Strong leadership and interpersonal skills, high-energy, self-motivation, school pride, and enthusiasm for planning events for new students.
- The ability to think on their feet and adjust planning and ideas accordingly.
- Knowledge and understanding of both Orientation and Welcome Week programs, and extensive knowledge about the university as a whole.
- Confident in their abilities and willing to take initiative in these new positions.
- Proficiency in social media, print and online publication software, and a creative eye for developing such materials.
- Prior leadership experiences and ability to work both independently and collaboratively.
- Applicants must be current first-years, sophomores, or juniors. Graduating seniors are not eligible to apply for these positions due to fall responsibilities.
- In good academic and disciplinary standing and must have a minimum GPA of 2.5.
- Cannot be contracted to be or be in the hirable pool for the Resident Assistant position for the fall semester.
Position 2: Programming Coordinator
(Reporting to Student Leadership and Activities)

- Research Welcome Week programs, websites, and publicity at other schools for ideas and good practices
- Work with other campus offices to coordinate social programs for new students
- Design and implement Welcome Week programs
- Work within assigned budget
- Coordinate all contracts for performers/speakers
- Create a theme for Welcome Week
- Use creative judgment to enhance the Welcome Week Program
- Attend weekly Welcome Week planning meetings
- Maintain an open line of communication with supervisor(s)
- Assist in the implementation of the Welcome Week Program.
- Work collaboratively with the Welcome Week coordinators
- Participate in all aspects of training
- Maintain office hours
- Other duties as assigned

General responsibilities:

- Responsibilities will begin in the spring semester.
- Coordinator will establish office hours and will also meet weekly to discuss their progress with their supervisor(s).
- Beginning on May 25, 2011, the coordinator will work approximately 25 hours a week.
- During the summer, student cannot hold any other on campus job, or take classes. This position is their primary responsibility.

Qualifications:

- Strong leadership and interpersonal skills, high-energy, self-motivation, school pride, and enthusiasm for planning events for new students.
- The ability to think on their feet and adjust planning and ideas accordingly.
- Knowledge and understanding of both Orientation and Welcome Week programs, and extensive knowledge about the university as a whole.
- Confidence in their abilities and willing to take initiative in these new positions.
- Experience planning programs and events on campus.
- Prior leadership experiences and the ability to work both independently and collaboratively.
- Applicants must be current first-years, sophomores, or juniors. Graduating seniors are not eligible to apply for these positions due to fall responsibilities.
- In good academic and disciplinary standing and must have a minimum GPA of 2.5.
- Cannot be contracted to be or be in the hirable pool for the Resident Assistant position for the fall semester.
Position 3: Welcome Week Leader Coordinator
(Reporting to Office of Student Leadership and Activities):

- Research Welcome Week Leader (WWL) programs, websites, and publicity at other schools for ideas and good practices.
- Coordinate all Welcome Week Leader advertising, application process, and pre-training sessions.
- Design and implement Welcome Week Leader Training program.
- Design Welcome Week Leader logo and create folders, nametags, signs, etc.
- Assist with the recruitment, selection, training, supervision Welcome Week Leaders.
- Create and maintain Welcome Week Leader database.
- Work with other campus offices to coordinate training/information sessions for WWLs.
- Work within assigned budget.
- Use creative judgment to enhance the Welcome Week Leader program.
- Coordinate the Welcome Week Club Carnival.
- Attend weekly Welcome Week planning meetings.
- Maintain an open line of communication with supervisor(s).
- Assist in the implementation of the Welcome Week Program by coordinating the WWLs Schedules.
- Work collaboratively with the other Welcome Week coordinators.
- Maintain office hours.
- Other duties as assigned.

General responsibilities:

- Responsibilities for coordinator will begin in the spring semester.
- Coordinator will establish office hours and will also meet weekly to discuss their progress with their supervisor(s).
- Beginning on May 25, 2011, the coordinator will work approximately 25 hours a week.
- During the summer, students cannot hold any other on campus job, or take classes. This position is their primary responsibility.

In addition to the individual responsibilities listed above, there are also shared coordinator responsibilities. These include:

Qualifications:

- The Welcome Week Leader Coordinator should have experience as a prior Welcome Week Leader.
- Must have proficiency in Word Excel and power-point.
- Strong leadership and interpersonal skills, high-energy, self-motivation, school pride, and enthusiasm for planning events for new students.
- The ability to think on their feet and adjust planning and ideas accordingly.
- Knowledge and understanding of both Orientation and Welcome Week programs, and extensive knowledge about the university as a whole.
- Confident in their abilities and willing to take initiative in these new positions.
- Prior leadership experiences and willingness to work both independently and collaboratively.
- Applicants must be current first-years, sophomores, or juniors. Graduating seniors are not eligible to apply for these positions due to fall responsibilities.
- In good academic and disciplinary standing and must have a minimum GPA of 2.5.
- Cannot be contracted to be or be in the hirable pool for the Resident Assistant position for the fall semester.
APPLICATIONS:

Applications for all three positions are available at the
The Office of Student Leadership and Activities
260 Mack Student Center or at www.hofstra.edu/welcomeweek

COMPENSATION:

During the summer, each position will work approximately 25 hours a week at $8.25/hour. Each position will also receive a meal card for $300 and on campus housing for the period of May 25, 2011 to September 5, 2011.