First Year Programs (FYP) Student Coordinator for Orientation Guidelines and Expectations

As a Student Coordinator for Orientation (StuCo) you need to become familiar with and committed to effectively carrying out your responsibilities. These guidelines & expectations have been developed to guide you in your position. This document outlines the major requirements of the position.

Academic Success
- You are a student first, then a StuCo. If you have a conflict with these roles communicate these issues with the FYP Staff.
- Maintain an effective and sustainable balance between your academic and job responsibilities.
- Be an appropriate academic role model by planning ahead to ensure success.
- Maintain at least a 3.0 GPA. If your academic performance is a concern, please discuss this with the FYP Staff.

Community Development
- Understand that developing community is your key role. This development will take time and commitment.
- Enjoy being a community builder; you really can make a difference in the lives of the OLs.
- Be accessible to the Orientation Leaders during programs.
- Conduct ongoing needs assessment of the group and adapt your presentations and activities to meet their needs.
- Confront inappropriate behavior promptly and effectively.
- Conduct yourself in an honest, conscientious, and respectful manner because you will be regarded as a role model by team members and program participants.

Diversity
- Create an inclusive and welcoming community.
- Understand that diversity is a broad topic, goes beyond the way someone may look or speak, and includes different experiences, philosophies, orientations, and beliefs.
- Engage the staff in experiences that educate and celebrate a variety of cultures and backgrounds.
- Continually assess community values and develop an understanding that you might not be able to change opinions but can model respectful behavior.
- Offer resources geared toward underrepresented groups in the form of both academic and social acclimations.
- Be an advocate for orientation staff and program participants who experience discrimination, oppression, bullying, or marginality. If you become aware of students who engage in this behavior, respond promptly and effectively and notify FYP professional staff.

Activities and Programs
- Throughout the program, ensure that you prioritize the needs of the staff and program participants.
- Facilitate ice breakers that help the orientation team take risks, challenge assumptions, and engage in critical thinking.
- Use the resources you have learned in the class and in training to guide your efforts.
- Refer to campus resources as much as possible in order to help your students become familiar with campus programs, services, and systems.
- Ensure that the information you are sharing is accurate; if you are not sure ask.
First Year Programs (FYP) Student Coordinator for Orientation Expectations (cont.)

Communication

- Communicate with program participants and team members using appropriate language.
- Provide productive feedback and constructive critique in a way that reflects how you would like to receive it.
- Communicate with team members and campus offices in an honest, timely, and professional manner.
- Maintain a positive attitude, share new ideas, and be yourself!
- Seek assistance in making decisions from the FYP Staff. Keep them informed of all issues that affect you, the other StuCo’s or program. Surprises should not surface last minute.
- Understand that when an issue arises between some members of the Orientation staff, it should remain between those individuals. If the team members need assistance working through the issue, they should utilize a member of the FYP Staff to mediate.

Teamwork

- StuCo’s need to function as a team.
- Continue to be an active team member throughout the year and hold each other accountable.
- Refrain from challenging, confronting, or disagreeing with another team member in the presence of a program participant.
- Be supportive and collaborative. Consult with each other and give your full attention during staff meetings and presentations.
- When you see a task that needs to be completed take initiative to get the job done.
- Adhere to all standards set by the team for the team, such as small group activities and timeliness at all meetings and events.
- Be approachable by finding ways to connect with team members; lend a hand when needed.
- Use other team members as a resource and support.
- Respect each other’s differences, personal beliefs, values and principles, and realize that not everyone sees the world the same way you do. Be honest with your feelings and ideas.
- Respect and trust the decisions of the staff. If you disagree, confront with sensitivity and tact.
- Make an effort to include all team members when you are planning functions, and be sure to take personal time for yourself.

Confidentiality

- There is a difference between 'private' and 'confidential.' If a program participant or fellow staff member wishes to share something with you confidentially, tell that individual that anything shared will be kept private, but not necessarily confidential.
- In all cases, if the health or safety of any individual is at risk, you are required to share anything that you know with FYP professional staff.
- Information shared with you that relates to program participants or other staff members, should be kept private and discussed only with individuals who are directly involved with the situation.

Consistency and Conduct

- Emulate behaviors that are positive and lawful both on and off campus. You are an ambassador for the university at all times. Realize the negative impact of inconsistency.
- Adhere to all university policies stated in the Code of Conduct.
- Educate students about university policies understanding that all policies are for the safety, security, academic success and personal development of all UW students.
- Be consistent in your confrontation of issues and understand that you are operating in a capacity as an orientation leader rather than a friend.
First Year Programs (FYP) Student Coordinator for Orientation Expectations (cont.)

Professionalism
- Take time to consider how others might perceive you and your actions and how your relationship affects other team members and students.
- Understand the guidelines regarding alcohol consumption:
  - StuCo’s
    - Will not consume or be under the influence of alcohol or marijuana during an orientation session.
    - Will not possess/use/produce false identification or drugs.
  - StuCo’s Over 21
    - Will limit interactions with other team members to an absolute minimum after consuming alcohol or using marijuana.
    - Will not purchase or supply alcohol or marijuana for persons under 21.
- Communicate electronically (Facebook, Twitter, Instagram, LinkedIn, etc.) in a legal and appropriate way. Communicate the same way you would face-to-face. Pay particular attention to how individuals find out additional information about you.
- Promote student involvement at UW, but will not promote any specific organization (including fraternities and sororities). Do not wear organizational clothing or display organizational swag at any point during a program.
- Due to liability, do not transport or ride in a vehicle with program participants.

Dress Code
The attire for each orientation session includes the following:
- Orientation polo – ironed without wrinkles.
- Khaki shorts/pants or jean pants – shorts must be no shorter than 2” above knee.
- Athletic shoes and tennis shoes are encouraged; sandals with a back strap are acceptable. Due to the nature of the work, flip flops are not acceptable.
- Refrain from wearing the orientation uniform when not “on the clock.”
- Refrain from wearing headphones or hats during orientation sessions.

Other Employment
- Due to the demands of this position, the Student Coordinator for Orientation is not allowed to take classes during the summer quarter or hold alternative employment during the academic school year.
Commitment

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2016</td>
<td>September 28-December 16, 2016</td>
<td>12-14/week</td>
</tr>
<tr>
<td>Winter Orientations (Based on Finals Schedule) &amp; Break</td>
<td>December 14, 19, 20, 21 &amp; 28, 2016</td>
<td>20-30/week</td>
</tr>
<tr>
<td>*Winter 2017</td>
<td>January 4 - March 18, 2017</td>
<td>19.5/week</td>
</tr>
<tr>
<td>• OL Group Interviews</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>• NODA Region 1 Conference</td>
<td>February 24-26, 2017</td>
<td></td>
</tr>
<tr>
<td>**Spring Break 2017</td>
<td>March 17-22, 2017</td>
<td>30-40/week</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>March 27-June 9, 2017</td>
<td>19.5/week</td>
</tr>
<tr>
<td>All-Staff Retreat</td>
<td>March 31 April 2, 2017</td>
<td>n/a</td>
</tr>
<tr>
<td>***Summer 2017 - Training Week, All A&amp;O Sessions (June, July, August, and September), and Dawg Daze Welcome Week</td>
<td>June 12-September 27, 2017</td>
<td>40+/week</td>
</tr>
</tbody>
</table>

*Some weekend work will be required for Orientation Leader Hiring and Selection.

**There are weeks when classes are not in session, but First Year Programs is still open. During these times you are encouraged, but not required, to work up to 30 hours/week to complete individual and team projects. These dates include: finals weeks (Fall, Winter, Spring), Winter Break (December 21-January 1), Spring Break (March 21-25)

***The success of program logistics and implementation is dependent on the StuCos, so there is limited flexibility with vacation days while A&O is occurring. We strongly encourage you to schedule summer vacation during off-time (July 4-8, 2016 & September 5-9, 2016). Vacation requests while A&O sessions are not happening will be approved on a case-by-case basis.
First Year Programs (FYP) Student Coordinator for Orientation Job Description

Program Development & Implementation

A&O program evaluation and design

- Assist the FYP professional staff with the evaluation of the Summer Advising program
- Assist in the development of program priorities, and agendas for the upcoming summer

A&O program preparation

- Assist the FYP professional staff with identification of program space needs
- Assist in the creation of general program agendas
- Assist in the creation of daily staff duty sheets that incorporate program responsibilities as well as office and Dawg Daze projects

A&O program daily responsibilities

- Serve as primary on-site assistant to FYP professional staff at Advising & Orientation programs
- Assist FYP professional staff members in the resolution of program issues or customer concerns and, when appropriate
- Assist StudentCoordinators for Operations during the program check-in process
- Lead OL staff as needed to ensure that all program set up is complete
- Lead OL staff as needed to ensure that all program and office areas are clean after use
- Facilitate all transitions, speakers, location changes, and related staff expectations during programs

Office Administration

- Work collaboratively with all Student Coordinators to support office operations and projects
- Become familiar with program registration process and answer FYP calls as needed
- Meet regularly with A&O Program Leads to coordinate program planning and implementation
- Provide general support to all FYP initiatives and campus-wide events such as Dawg Daze, FIGs, etc.
- When appropriate, serve as a liaison with campus departments, and student service units to provide information or to answer programmatic questions

Staff Selection

- Assist in the development of a recruitment strategy for Summer Advising and Orientation (A&O) staff
- Assist in the design of the Summer A&O staff selection process
- Participate in all aspects of the Summer A&O staff selection process
- Assist in the placement of staff in summer assignments

Summer A&O Staff Training and Development

Summer Advising Staff Welcome

- Assist in the design of staff welcome events
- Coordinate planning and presentation of staff welcome events

General Studies 347

- Serve as an Undergraduate Teaching Assistant for General Studies 347
- Assist in the evaluation of the previous Spring Quarter General Studies 347 course in preparation for the staff training seminar
- Assist in the presentation and facilitation of training material as needed throughout the seminar
- Assist in the development of the OL Resource Guide (OLRG)
- Oversee all aspects of OLRG review and ensure completion of the assignment
Summer Advising Summer Staff Training Week
- Assist in the design of Summer Advising Staff Training Week
- Assist in the coordination of training week logistics

Ongoing Summer Advising Staff Management
- Create and monitor the summer staffing calendar
- Assist with the creation of daily staffing assignments and produce daily task sheets
- Coordinate program planning meetings immediately prior to each program
- Assist the A&O - Program leads in facilitation of weekly staff meetings
- Assist in the oversight of the student orientation leaders
- Serve as primary support person for staff during Summer Advising program
- Ensure that program staff are completing daily responsibilities and projects in a timely manner
- Coordinate with A&O Program leads to respond to staff performance concerns
- Assign and monitor the completion of staff Dawg Daze projects

Summer Advising Staff Development and Appreciation
- Design and implement staff appreciation activities throughout spring and summer
- Coordinate the planning and execution of end of the summer appreciation events
First Year Programs (FYP) Student Coordinator for Orientation Acknowledgement of Policies

I agree to the aforementioned conditions as outlined by the 2016-2017 Student Coordinator of Orientation Guidelines and Expectations and offer letter. I accept the position of Student Coordinator of Orientation as outlined by the office of First Year Programs at the University of Washington. Moreover, I understand that any breaches of these employment terms, guidelines and expectations may result in disciplinary action including, but not limited to a formal apology, probation, or termination.

Print Name: ____________________________________________________________

Signature: ___________________________ Date: __________________________

(Supervisor)

Signature: ___________________________ Date: __________________________

(Project Manager)

Please sign and return Student Coordinator of Orientation Acknowledgement of Policies to:

First Year Program in Room 120, Mary Gates Hall.