Open House 2018 Co-Chair Application

New Student & Transition Programs is excited to announce the position of Co-Chair of the Cal Poly Open House Committee for the 25th Annual Cal Poly Open house, April 10-12, 2018. Open House has a long tradition at Cal Poly dating back through Poly Royal for nearly 80 years and is a premier annual event on campus. The individuals in this role serve as executive student leaders within New Student & Transition Programs, Cal Poly, and the greater community. The position of Co-Chair is a prestigious leadership position that provides “Learn By Doing” para-professional leadership and event planning experience. In this position, the Co-Chairs will have the ability to grow leadership and other skills, serve as student representatives on divisional and university committees, and be provided a transformative experience as part of their Cal Ploy careers.

To be considered as a candidate for Open House Co-Chair 2018, applicants must read through all application details, answer - in a separate document - the supplemental questions in the application, and provide an updated resume.

All application materials are due by email (PDF format only to nalcorn@calpoly.edu) by 12 p.m. on Monday, April 17, 2017 (No exceptions). Copies of your resume and supplemental questions may be made available for the current committee members to review.

Position Required Qualifications

All Cal Poly students are eligible for this position if they meet the following requirements:

- Enrolled as a current full-time Cal Poly student through Spring Quarter 2018
- Available for Open House retreat (October 2017 – date TBD) , Open House Weekend (April 10-12, 2018), weekly Open House Committee meetings, and other committee workdays, events, and training as necessary
- Have experience leadership and/or event planning/management
- Passion for fostering a team atmosphere and peer success
- Accountable to deadlines, ability to work in fast-paced environments, problem-solve creatively, and collaborate with other student leaders and professional staff
- Maintain a 2.5 minimum higher education cumulative and quarterly GPA

In addition to meeting the Required Qualifications, applicants for Open House Co-Chair should also have skills/experience in the following:

- Excellent written and verbal communication skills and superior organizational skills
- Able to work both independently and as part of a team
- Able to handle heavy detail work and perform under pressure
- Able to work as an effective leader of peers
- Able to follow through and complete tasks within a given time frame
- Accept the responsibility of being dedicated to Open House and NSTP while serving as a role model to current and new students as well as faculty, staff, and the San Luis Obispo community
- Act in good judgment and be accountable for any actions that can be directly associated with NSTP-sponsored or organized activities.
Selection Process & Timeline
The Open House Co-Chairs will be selected by NSTP Professional Staff after completion of the following process:

- Written application materials and resume due April 17th at noon
- Open Forum interview April 19th at 8pm with the 2017 Open House Committee and open to the campus community
- Closed Forum interview April 19th following the conclusion of Open Forum with all candidates, the Open House Program Coordinator, and the 2017 Co-Chairs
- One 60-minute interview consisting of:
  - 30-minute interview with an NSTP pro staff panel
  - 30-minute interview with Open House Program Coordinator, Nate Alcorn

Selection notification will be between 4/21/17 and 4/24/17 with attendance at the final Open House 2017 meeting 4/26/17 between 7pm and 9pm to announce Lead Recruitment.

Responsibilities: Open House Co-Chairs work under the supervision New Student & Transition Programs Professional Staff but will work independently and collaboratively on several areas and initiatives, including but not limited to:

- Selection the Open House Leads and Committee members:
  - Recruiting process of Leads and Committee members
  - Screening applications and selecting candidates for interviews
  - Conducting the interview and selection process for Open House.

- Coordinating the development and assisting in supervision of the Open House Committee:
  - Planning and leading committee retreats and events
  - Planning and leading weekly meetings
  - Holding Leads and committee accountable to assigned responsibilities
  - Developing working timelines of committee work
  - Advising, assisting, and supporting committee-assigned projects and events

- Collaborating with Professional Staff on a regular basis
- Compiling a chronological, detailed Co-Chair Binder with all memos, brochures, correspondence, invoices etc. received and sent during the year.
- Coordinating committee-reporting guidelines
- Serving on campus committees as a student representative
- Holding weekly office hours through Spring Quarter 2018 and assisting in office management and NSTP customer service (i.e. assisting in answering phones and responsibility for Open House email accounts).
- Responsibility for other tasks not generally part of a specific program. This includes the planning and development of special projects and assignments, general office duties, and other responsibilities as designated by Professional staff.

Thank you for your interest in Open House Co-Chair. If you have any questions regarding the Open House Co-Chair selection process, please contact Nate Alcorn at nalcorn@calpoly.edu or (805) 756-2057. Applicants are also encouraged to reach out to Nate in person or schedule time to meet with the 2017 Open House Co-Chairs: Brian Moore (bmoore15@calpoly.edu) & Rebecca Villalobos (rcvillal@calpoly.edu).
Open House 2018 Co-Chair Application Materials

For your submitted resume, you should include:
- Your Full Name
- Your local address, cell number, and Cal Poly email address
- Your major, class standing, and expected graduation date
- Leadership and work experience applicable to the position

Supplemental Questions

Please provide the following information and answer the following questions on a separate sheet: (no minimum or maximum word count)

1. Provide a list your 2017-18 academic year commitments to the best of your along with the approximate number of hours per week (include other jobs, extra and co-curricular activities, graduate school plans, etc.).
2. What is your motivation behind submitting an application for Co-Chair? What stands out to you about this position over other NSTP or campus leadership positions?
3. How do you plan to help grow the roles of Open House Committee within NSTP and on campus?
4. If selected, what are new initiatives or ideas for Open House Weekend, the committee, and/or NSTP would be a priority for you?
5. How will you embrace the spirit of volunteerism needed for this position?