SLO Days 2020 Lead Application

The Summer Operations Managers are excited to announce the position of Lead of the SLO Days Summer Crew for SLO Days 2020. Summer Leads work closely with and assist the Summer Operations Managers and Professional Staff for New Student & Transition Programs. The individuals in this role serve to work on special assignments and help coordinate the training of Summer Crew. In this position, the Leads will have the ability to grow leadership, professionalism, customer service, and public speaking skills and serve as student representatives on divisional and university committees, and be provided a transformative experience as part of their Cal Poly careers.

To be considered as a candidate for SLO Days Lead 2020, 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 only to slodays@calpoly.edu) by 5 p.m. on Thursday, October 24th, 2019 (No exceptions). Once you have submitted your application, you will receive an email within 24 hours detailing the next steps in our application process as well as interview sign-ups.

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 2020
- Maintain a higher education cumulative GPA of 2.3 or higher
- Work full-time (40+ hours/week) during Summer 2020
- Demonstrate superior communication and organizational skills
- Seek out and apply feedback given by SOMs
- Actively evaluate and give constructive criticism
- Act as a positive role model to new students
- Hold strong values for Diversity and Inclusion
- Must be within good judicial standing with the Office of Student Rights & Responsibility
- Must be available for all mandatory dates below
- Be proactive and take initiative in leading and motivating committee members
- Assist in programming and execute responsibilities as necessary
- Demonstrate flexibility and problem-solving skills when faced with challenges
- Accept the responsibility of being dedicated to the SLO Days program
- Serve as a role model to current and new students as well as faculty, staff and the San Luis Obispo community
- Help maintain a positive and inclusive morale within the SLO Days Summer Crew
- Contribute to the office environment in a professional and friendly manner
- Answer phones & emails while exhibiting excellent customer service skills
Lead Requirements and Commitments

Summer Leads work under the supervision of Summer Operations Managers and Pro-Staff but will work independently and collaboratively on several areas

- Recruitment, selection and supervision of Summer Crew
- Help plan and lead SLO Days Staff training and events
- Advocate for SLO Days by attending Spring Training Meetings as needed
- Hold weekly office hours Winter and Spring Quarters 2020 and assist in office management and NSTP customer service
- Work as a shift lead for all SLO Days 2020 sessions, supporting grounds crew, supporter guides, and student guides (September SLO Days exceptions can be made)
  - SLO Days leads will not be leading student groups
- Collaborate with WOW Team and Leads to execute Open House Special Projects
- Provide support for Summer Operations Managers and Professional Staff
- Assist in special projects as assigned

Selection Process & Timeline

The SLO Days Leads will be selected by NSTP Professional Staff and the Summer Operations Managers after completion of the following process:

- Written application materials and resume due via email Thursday, October 24th
- Personal interviews will be conducted Friday, October 25th
  - Please reach out to us ASAP if you cannot make this date
- Applicants will receive an email following the submission of their written application with a link to sign up for an interview
- Selection notification no later than Wednesday, October 30th
Time Commitments
The position of SLO Days Lead is a paid position during Summer 2020. Estimated $13/hour* for the first 40 hours per week. Below is an approximate outline of quarterly time commitments.

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| Winter Quarter 2020| • Paid first 10 hours, volunteer hours as necessary  
  • Interviews, recruitment, and selection of the Summer Crew (Tentative)  
  • Periodic Planning Meetings  
  • Division/University meetings as assigned  
  • 5 office hours/week, more as necessary  
  • Special Projects as assigned |
| Spring Quarter 2020| • Paid first 10 hours, volunteer hours as necessary  
  • 5 office hours/week, more as necessary  
  • Special Projects as assigned  
  • Spring Training Meetings ONLY if leading a WOW group/if you have not done Spring Training before (Tuesdays 7-10pm)  
  • SLO Days Workshop Sessions: four Thursdays from 7-10pm, dates TBA  
  • Volunteer at Open House (April 16-18)  
  • Summer Crew Retreat: dates TBA  
  • Plan Summer Crew Retreat – advised by a SOM  
  • Periodic Planning Meetings  
  • Division/University meetings as assigned  
  • Additional trainings as required |
| Summer Quarter 2020| • Paid 40 hours/week starting June 22  
  • Special projects as assigned  
  • SLO Day Sessions: full availability (8 freshmen, 2 transfer)  
  • Summer Training Week: July 6-10  
  • Session Dates: July 13-14, 16-17, 18-19, 21-22, 24-25, 27-28, 30-31, August 3-4, 6-7, 14-15, September 11-12  
  • End date: August 21 |
| Fall Quarter 2020  | • Volunteer for WOW (September 13-19)  
  • September SLO Days session on September 11-12 (Volunteer) |

*NSTP will comply with California minimum wage requirements

Summary of Selection Timeline:
- **OCTOBER 24th**: Application and all materials due via PDF in email to slodays@calpoly.edu
- **OCTOBER 24th**: All applicants will be contacted to schedule interviews
- **OCTOBER 25th & 27th**: Interview process
- **OCTOBER 30th**: Applicant notification deadline
- **NOVEMBER 11th**: First Leadership meeting
SLO Days 2020 Lead Application Materials

In your resume, be sure to include:
- Your Full Name
- Your local address, cell number, and Cal Poly email address
- Your major, class standing, and expected graduation date
- Your previous NSTP involvement, if any
- Leadership and work experience applicable to the position

Supplemental Questions

Please provide the following information and answer the following questions on a separate sheet: (250 word limit per question)

2. What makes you uniquely qualified for the position of Summer Lead, and why are you applying?
3. Why do you think SLO Days is an important portion of the New Student and Transition Programs model?
4. Describe one innovative idea you want to bring to SLO Days to build intentional working relationships and promote an inclusive environment amongst crew.
5. What is one trait you believe a SLO Days Summer Crew member must embody?
6. What would the name of your debut album be and why? What would be its hit single?

Video Presentation (Ted Talk)

As part of the interview process, applicants will create a Ted Talk. Send in a 5-7 minute video in which you present on a topic of your choice. Get as creative as you can with the topic. We want to see who you are as an applicant in this video. There’s no guidelines on editing or creation style, whatever you are comfortable with works with us. This video will be due at the same time as the supplemental questions and resume. Attach it in the same email.

Please submit the application (supplemental questions & resume) as a PDF via email to slodays@calpoly.edu by OCTOBER 24th AT 5PM. If you have any technical difficulties, please do not hesitate to reach out to us.

Personal Interview Process

30 minute personal interview with all four Summer Operations Managers. After you submit your application materials on October 24th at 5 PM you will receive a follow up email with a link to sign up for your 30 minute personal interview.