



Orientation Executive Council 2022 Application: Open House Committee Co-Chair

New Student & Transition Programs (NSTP) is excited to announce the position of Open House Committee Co-Chair for the 28th Annual Cal Poly Open House, April 7 – 9, 2022. Cal Poly Orientation has a long tradition of excellence, dating back over 80 years through Poly Royal, over 60 years through Week of Welcome, and over 10 years through summer Orientation. Through this role, individuals serve as executive student leaders within New Student & Transition Programs, Cal Poly, and the greater community. This position provides “Learn by Doing” para-professional leadership, training, and event planning experience. Open House Co-Chairs are able to develop leadership and other skills; serve as student representatives on division, department, and university committees; and be provided with a transformative experience as part of their Cal Poly careers. The Open House Co-Chairs, under the guidance & supervision of NSTP Professional Staff, are responsible for Open House Committee recruitment, supervision, training and management; Open House weekend planning and execution; and other duties as assigned. See full responsibilities below.

Positions available: 1-3

To be considered as a candidate for Open House Co-Chair, 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 alsylves@calpoly.edu and akaiwi@calpoly.edu) by 5 p.m. on Monday, May 3, 2021). *Please note that application materials will be made available for public review by NSTP staff.*

Overview of Selection Timeline:

Note: All times are in PST.

- May 3, 5 p.m. : Application and all materials due as PDFs via email to Amber Sylvester at alsylves@calpoly.edu and Andrene at akaiwi@calpoly.edu
- May 3, 11:59 p.m.: Video Presentations due via email to Amber Sylvester at alsylves@calpoly.edu and Andrene at akaiwi@calpoly.edu
- May 4: Selected applicants will be contacted to schedule interviews
- May 4 - May 6: Pro-Staff Interviews
- May 5: Co-Chair Open Forum, 7 p.m.
- May 10: Applicant Notification Deadline, 5 p.m.

Position Required Qualifications

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

- Able to follow through and complete tasks within a given time frame.
- Able to handle heavy detail work and perform under pressure.
- Able to work as an effective leader, mentor, and supervisor of peers.
- Able to work both independently and as part of a team.
- Act as a positive role model to new students and NSTP students.
- Act in good judgment and be accountable for any actions.
- Available for Open House retreat (October TBD), Open House Weekend (April 7 – 9, 2022), weekly Open House Committee meetings (Wednesdays, 6 p.m. – 9 p.m.), NSTP Executive Council commitments, and other committee workdays, events, and training as necessary.
- Demonstrate strong values in Diversity, Equity and Inclusion.
- Enrolled as a current full-time Cal Poly student.
- Excellent written and verbal communication skills and superior organizational skills.
- Experience with leadership and/or event planning/management.
- Maintain a 2.3 minimum higher education cumulative GPA.
- Meet deadlines, ability to work in fast-paced environments, problem-solve creatively, and collaborate with other student leaders and professional staff.
- Must be within good judicial standing with the Office of Student Rights & Responsibility.
- Passion and drive for creating educational programming for leaders, new students, and supporters.
- Passion for fostering a team atmosphere and peer success.
- Ability to serve as a positive representative of New Student & Transition Programs and Cal Poly to faculty, staff, incoming students & supporters, and the community.

Responsibilities

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

- Selecting 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.
 - Placement of selected candidates into respective roles for Open House.
- Assisting in coordinating the development and supervision of the Committee:
 - Advising, assisting, and supporting Committee-assigned projects and events.
 - Developing working timelines for Committee work.
 - Executing evaluations and feedback delivery for Leads and Committee.
 - Holding Leads and Committee accountable to assigned responsibilities.
 - Planning and leading all Committee retreats and events.
 - Planning and leading all weekly meetings.
 - Supporting leadership and professional development of Committee members.
- Collaborating and working directly with the NSTP Administrative Support Coordinator, Customer Service Staff, and department Interns on administrative duties including but not limited to room reservations, budgeting, EHS and risk management paperwork, procurement vendor contracts and liability, marketing, sponsorship, and customer service operations.
- 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.
- Holding weekly office hours through Spring Quarter 2020 and assisting in office management and NSTP customer service (i.e. assisting in answering phones and responsibility for Open House email accounts).
 - In addition, holding weekly meetings with Pro Staff in addition to office hours
- Planning and execution of NSTP Executive Council special projects, assignments, roles, and responsibilities as assigned.
- Serving as an active member of the NSTP Executive Council comprised of the Open House Co-Chairs, Summer Operations Managers, and Orientation Board.
- Serving various on campus committees as a student representative as assigned.
- Other duties as assigned by NSTP Professional Staff.

Remuneration & Time Commitments

Like all NSTP Executive Council Positions, this role includes both operational (paid) and service (volunteer) hours. Pay rate at or above California minimum wage. Below is a description of operational and service hours and an approximate outline of quarterly time commitments for this position.

- **Operational Hours**

- Occur during normal business hours
 - 9 a.m. – 5 p.m. Monday through Friday
- Applies to work done while physically in the New Student & Transition Programs office, including scheduled Office Hours
 - Work done during normal business hours with a location outside of the NSTP office are subject to approval by NSTP Professional Staff
- Applies to meetings with on-campus and/or community partners and/or resources, regardless of location
- Are paid at a rate at or above California minimum wage
- Are paid up to a weekly hour limit set by Professional Staff for each quarter
- Must be logged and submitted within the timeframe set forth by Cal Poly's Department of Human Resources
- Can only begin once the official HR & Payroll paperwork and hiring process has been completed
- Are up to the discretion of Professional Staff

- **Service Hours**

- Are to be expected regularly
- Occur outside normal business hours (including weekends)
- Applies to work done outside of the New Student & Transition Programs office
- Encompasses general recurring meetings, trainings, retreats, planning/marathon meetings, service days, general volunteer hours for other pillars' programming, interviews, time spent on other University/Division meetings and/or committees, and more
- Includes hours logged beyond the weekly hour limit set by Professional Staff for each quarter
- Are up to the discretion of Professional Staff

Outline of Quarterly Time Commitments

Please note that these time commitments are subject to change.

Spring Quarter 2021	<ul style="list-style-type: none"> • Service Hours/Volunteer • Expected time commitment: 5-10 hours/week • No fixed required office hours • Periodic planning meetings with Pro Staff • Open House Lead recruitment and selection • NSTP Executive Council Meetings as available • Division/University meetings as assigned/available • Other duties as assigned
Summer 2021	<ul style="list-style-type: none"> • Service Hours/Volunteer • Not required to be in SLO • August/September (Date TBD): Executive Council Retreat • Available for periodic planning meetings either in person or via video conferencing • Other duties as assigned
WOW 2021	<ul style="list-style-type: none"> • Service Hours/Volunteer • Available for WOW, including Pre-Week, for program support and other duties as assigned
Fall Quarter 2021	<ul style="list-style-type: none"> • First 15 Operational Hours/week are paid <ul style="list-style-type: none"> ◦ All other hours are Service Hours/Volunteer • Expected time commitment: 10-15 hours/week <ul style="list-style-type: none"> ◦ Includes 6 office hours/week • Weekly Committee Meetings: Wednesdays, 6 p.m. – 9 p.m. • Interviews, recruitment, and selection of Committee • Open House Committee Retreat • Weekly Pro Staff/Co-Chair 2:1s & Subcommittee Lead 2:1s • Periodic additional planning meetings • NSTP Executive Council meetings • Division/University meetings as assigned/available • Other duties as assigned

Winter Quarter 2022	<ul style="list-style-type: none"> • First 20 Operational Hours/week are paid <ul style="list-style-type: none"> ○ All other hours are Service Hours/Volunteer • Expected time commitment: 20 hours/week <ul style="list-style-type: none"> ○ Includes 6 office hours/week • Weekly Committee Meetings: Wednesdays, 6 p.m. – 9 p.m. • Weekly Pro Staff/Co-Chair 2:1s & Subcommittee Lead 2:1s • NSTP Service Day (Date TBD) • Periodic additional planning meetings • NSTP Executive Council meetings • Division/University meetings as assigned/available • Other duties as assigned
Spring Break 2022	<ul style="list-style-type: none"> • Paid up to 40 hours with Professional Staff approval <ul style="list-style-type: none"> ○ Must communicate availability and confirm with Professional Staff prior to break ○ All other hours are Service Hours/Volunteer
Spring Quarter 2022	<ul style="list-style-type: none"> • First 20 Operational hours/week are paid until completion of all projects (target completion date: May 1) <ul style="list-style-type: none"> ○ All other hours are Service Hours/Volunteer • Expected time commitment: <ul style="list-style-type: none"> ○ Includes 6 office hours/week through Week 6 ○ Fully available for Open House 2022: April 7 – 9 ○ Weeks 1 - 4: Expected time commitment: 20+ hours/week (more during Open House weekend) ○ Weeks 5-10: 5-6 hours/week • Weekly Committee Meetings Wednesdays, 6 p. m. – 9 p.m. <ul style="list-style-type: none"> ○ Weeks 1 – 6 • Assist with selection of Open House Co-Chairs 2023 • Weekly Pro Staff/Co-Chair 2:1s & Subcommittee Lead 2:1s <ul style="list-style-type: none"> ○ Weeks 1 – 6 at a minimum • Periodic additional planning meetings • NSTP Executive Council meetings • Division/University meetings as assigned/available • Other duties as assigned • Note: Position ends at time of submission of final reports/ binder and completion of all assigned tasks for position and Executive Council

Expanded Selection Process & Timeline

Note: All times are in PST.

The Open House Co-Chairs will be selected by NSTP Professional Staff after completion of the following process:

- Written application materials and resume due as PDFs via email to Amber Sylvester at alsylves@calpoly.edu and Andrene at akaiwi@calpoly.edu by Monday, May 3 at 5 p.m.
- Selected applicants will be contacted to schedule interviews on May 4
- Pro-Staff Interviews (scheduled between Tuesday, May 4 and Thursday, May 6):
 - 30-minute 1:1 interview with the Director of NSTP
 - 30 minute 1:1 with NSTP intern and past Co-Chairs
- Video Presentation (5-7 minute presentation based on the below prompt) due via email to Amber Sylvester at alsylves@calpoly.edu and Andrene at akaiwi@calpoly.edu by Monday, May 3 at 11:59 p.m.
- Open Forum interview Wednesday, May 5 at 7 p.m. with the Open House Committee
 - *Open Forum is open to the campus community*
- Selection notification no later than May 10 at 5 p.m.

Thank you for your interest in becoming an Open House Co-Chair. If you have any questions regarding the NSTP Executive Council selection process, please contact the NSTP Intern, Amber Sylvester, at alsylves@calpoly.edu.

Applicants are also encouraged to reach out to NSTP Director, Andrene Kaiwi (akaiwi@calpoly.edu) and/or schedule time to talk with the 2020 Open House Co-Chairs: Christina Silva (csilva22@calpoly.edu) and Marissa Velez (mdvelez@calpoly.edu) for questions regarding serving as an Open House Co-Chair and on the NSTP Executive Council.

Open House 2022 Co-Chair Application Materials

If you have questions on any of the application materials, please contact Amber Sylvester at alsylves@calpoly.edu. Please note that application materials will be made available for public review by NSTP staff.

Updated Resume

In your resume, be sure to include:

- Your full name, 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

Note: No minimum or maximum word count.

1. Provide a list of potential or confirmed 2021 - 2022 academic year commitments along with the approximate number of hours per week (include other jobs, extra and co-curricular activities, graduate school plans, etc.).
2. Why did you choose to apply for Open House Co-Chair? What makes you uniquely qualified for this position?
3. What is a new engaging training activity you would utilize when training Open House Committee (in weekly meetings/retreat/or other committee events?)
4. How do you plan to incorporate diversity, equity & inclusion best practices and initiatives into committee trainings and event planning?
5. What methods do you utilize to maintain motivation with a team looking towards a long-term goal?
6. If selected, what top 3 priorities or new initiatives or ideas for Open House Weekend, the committee, and/or NSTP would be a priority for you?

Video Presentation

As part of the interview process, applicants will submit 5-7 minute video presentation based on the prompt below. Presentations can be done in any format. Please submit the video to Amber (alsylves@calpoly.edu) by 11:59 p.m. (PST) on Monday, May 3.

Presentation Prompt: Present on your method for supporting a team of unique individuals. Demonstrate clear ways to collaborate, problem solve, and engage a cohesive team. Please include how you specifically adapt and handle conflict. Detail how you would incorporate Co-Chairs, Professional Staff, other Executive Council, and Leads as necessary.