



Week of Welcome (WOW) Team Application

The Orientation Board is excited to announce the position of WOW Team for Week of Welcome 2020. WOW Team works under the supervision of Orientation Board, the Program Coordinators, and the Director for New Student & Transition Programs. Our program is comprised of a team of student leaders and university officials who provide an introduction to academic and social resources, encourage awareness, and promote relationships with the campus and community. The WOW Team will be trained in academic & social resources, awareness topics, cultural competency & inclusion, social & self-awareness, professionalism, customer service, and event planning. They will assist in training WOW Leaders and the development and execution of year-round programming.

To be considered as a candidate for WOW Team 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 wow@calpoly.edu) by **5:00 PM on November 1, 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
- Demonstrate superior communication and organizational skills
- Seek out and apply feedback given by Orientation Board
- 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
- Plan and facilitate assigned program
- Demonstrate flexibility and problem solving skills
- Accept the responsibility of being dedicated to the WOW Program and serving as a role model to current and potential new students as well as faculty, staff and the San Luis Obispo community
- Work well in a team setting
- Create a positive and respectful environment through enthusiasm and attitude



We are looking for a Team that represents a spectrum of experiences through majors, on and off campus involvements, interests, accomplishments and backgrounds.

Time Commitments:

*Dates and times are subject to change

Fall Quarter 2019	<ul style="list-style-type: none">• WOW Team Reveal: November 20, 2019• WOW Team Pre-Retreat Logistics Meeting: December 3 & 4, 2019
Winter Quarter 2020	<ul style="list-style-type: none">• WOW Team Retreat: January 10 -12, 2020• WOW Team Training: Sunday nights, 6:00 PM – 9:00 PM<ul style="list-style-type: none">◦ Meetings will be held on Mondays in the case of holiday weekends• WOW Team Service Day: TBD• Weekly Facilitator Training Meetings• Team Celebration: March 14, 2020• Special Projects as assigned• Various other WOW Team responsibilities as necessary
Spring Quarter 2020	<ul style="list-style-type: none">• WOW Team Training: Sunday nights, 7:00 PM – 9:00 PM<ul style="list-style-type: none">◦ Meetings will be held on Mondays in the case of holiday weekends• Spring Training: Tuesday nights, 6:00 PM – 11:00 PM• Day to Reconnect: March 29, 2020• Volunteer at Open House: April 16 -18, 2020• Assistance with Workshops• Weekly Facilitator training meetings• NSTP Service Day: February 29, 2020• Day in the Sun: May 16, 2020• Supporter Showcase: May 16, 2020• Team Closing: June 6, 2020• Special Projects as assigned• Various other WOW Team responsibilities as necessary
Fall Quarter 2020	<ul style="list-style-type: none">• Volunteer for WOW 2020<ul style="list-style-type: none">◦ Team members expected to be Event Staff or Transfer Leaders

Selection Process and Timeline

- **November 1:** All application materials due in PDF format via email to wow@calpoly.edu
 - Once you have submitted your application you will receive an email within 24 hours for interview sign-ups.
- **November 4 - 12:** Personal interview process
- **November 13, 14, 15, 16:** Observational interviews (only attend one)
- **November 18:** Applicant notification deadline



CAL POLY

Student Affairs
New Student & Transition Programs

WOW Team 2020 Application

Please fill out the following information:

Name: _____ Major: _____
Expected Graduation Date: _____ Year in School: _____
Cell Phone Number: (____) _____ - _____ Cal Poly Email: _____

Please rank your observational date and time preference below, with 1 being the most desired and 4 being the least desired.

___ Wednesday, November 13: 8:00 PM – 10:00 PM

___ Thursday, November 14: 8:00 PM – 10:00 PM

___ Friday, November 15: 5:00 PM – 7:00 PM

___ Saturday, November 16: 10:00 AM – 12:00 PM

For your observational interview, please bring a snack that represents one of your personality traits and be prepared to elaborate.

Are you interested in a position on the CCE Special Project? Yes ___ No ___

Will you be available to participate in WOW 2020? Yes ___ No ___

Please submit this form, along with your answers to the attached questions, to wow@calpoly.edu by 5:00 PM on November 1, 2019. You will also sign up for your personal interview at this time.

Thank you for your interest in WOW Team 2020. If you have any questions about the application or process, please email wow@calpoly.edu or stop by the NSTP office (Building 52, Room E10) to speak with an Orientation Board member.



WOW 2020 Team 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)

1. List your expected time commitments for Fall 2019, Winter 2020, Spring 2020, Summer 2020, and Fall 2020.
2. List the Team Member Qualities and Expectations from one to seven (see page 4), with one being the area in which you feel the strongest, and seven being the area in which you feel you have the most room to grow. Elaborate on the expectations you listed first and last.
3. What do you hope to gain both personally and professionally from being a WOW Team member?
4. Identify an area of Spring Training and/or WOW that can be further developed. How so?
5. Bulbasaur, Charmander, or Squirtle? Which Pokémon do you choose and why?
6. You have 250 words, take a risk.

Please submit the application (supplemental questions & resume) as a PDF via email to wow@calpoly.edu by November 1, 2019 at 5:00 PM.



Qualities and Expectations of Team Members

Attitude

- Motivated to grow personally and professionally
- Demonstrates flexibility with program evolution
- Adaptable to change
- Eagerly participates in the implementation and planning of events or projects

Collaboration

- Works well with diverse personalities
- Open to compromise
- Efficient in resolving conflict
- Willing to ask for help and offer help as needed

Communication

- Active listener who demonstrates an open mind to differing opinions
- Able to express themselves in an organized demeanor in social and professional settings
- Willingly accepts constructive feedback
- Respectfully provides constructive feedback when appropriate

Dependability

- Effectively balances time spent on school work, NSTP commitments, and other co-curricular activities
- Takes responsibility and initiative by completing tasks in a timely fashion and meeting deadlines
- Produces high quality work efficiently

Embodiment of the Mustang Way

- Demonstrates pride, responsibility, and character
- Serves as a role model to current students, new students, faculty, staff, and the San Luis Obispo community

Inclusion

- Willing to engage in discussions surrounding respect, diversity, inclusivity, and privilege
- Seeks to understand and incorporate different ideas from their own
- Creates and fosters an inclusive environment in all interactions

Professionalism

- Understands and upholds the values of New Student & Transition Programs
- Exercises good judgement and maintains the integrity of New Student & Transition Programs and Cal Poly university wide
- Knowledgeable of general policies, procedures, and requirements of the University and of New Student & Transition Programs
- Aware that one's behavior and actions are a reflection of oneself, New Student & Transition Programs, and Cal Poly as a whole



Committee Descriptions

In addition to complying with all responsibilities of Facilitation, WOW Team members will also assist in committee special projects as necessary. Each committee is led by one or more Board members, who will be assisted by one or more WOW Leads.

Events, Resources, & Logistics (ERL)

ERL is responsible for all the events, Service Days, resource education, and vendor communication for Orientation Board, WOW Team, Spring Training, and the Week of Welcome program. Working to offer a large variety of experiences this committee is committed to making The Week inclusive of all abilities and their desired extroversion. This committee works to make sure our WOW Leaders have all the knowledge needed or can find it in order to answer questions about resources.

Examples of prior Special Projects for ERL include:

- Event Assistant
- Resource Speeches
- Service Day

Mustang Way to Success (MWTS)

MWTS works to create our programming that touches on the important topics of transition such as alcohol and drugs, sexual misconduct, mental health, and diversity and inclusion. In addition, this committee works closely with Cal Poly's College Advising Centers and Mustang Success Center to ensure that we are providing our incoming students with all the resources they need to be academically successful here.

Examples of prior Special Projects for MWTS include:

- The Awareness Gallery
- Sexual Misconduct: Statistics Visualization
- Transfer Experience

Promotions, Marketing, and Communication (PMC)

PMC has the responsibility of managing fundraising, driving WOW recruitment, advancing department and program promotion initiatives, building marketing campaigns, and executing the New Student & Transition Programs communications plan. This committee manages communication and promotion logistics by going behind the lens, driving social media campaigns, designing dynamic materials and publications and gaining "Learn By Doing" experiences.

Examples of prior Special Projects for PMC include:

- Fundraising Team
- Orientation Stories
- Recruitment Team

**Disclaimer: Special Projects are subject to change.