



Week of Welcome (WOW) Lead Application

The Orientation Board is excited to announce the position of Lead of WOW Team for Week of Welcome 2020. WOW Leads work under the supervision of Orientation Board and the Program Coordinators and 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 Leads will assist in the training of academic & social resources, awareness topics, cultural competency & inclusion, social & self-awareness, professionalism, customer service, and event planning. They will aid in developing and executing year-round programming and participate in training WOW Leaders. WOW Leads will work closely with Orientation Board members on committee specific projects.

To be considered as a candidate for WOW 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. Applicants will also deliver a 5 minute presentation as a part of their application process.

All application materials are due by email (to wow@calpoly.edu) by 5:00 PM on **Thursday, October 24, 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
 - Students studying abroad are welcome to apply.
- 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
- 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 Week of Welcome 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 WOW Team
- Contribute to the office environment in a professional and friendly manner
- Answer phones & emails while exhibiting excellent customer service skills



Lead Requirements and Commitments

WOW Leads work under the supervision of Orientation Board and Professional Staff but will work independently and collaboratively on several areas.

- Be prepared to facilitate committee meetings and delegate tasks
- Provide support for Board members as well as professional staff
- Assist in special projects as assigned
- Recruitment, selection and supervision of WOW Team
- Help plan and lead WOW Team training and events
- Hold weekly office hours Winter and Spring Quarters 2020 and assist in office management and NSTP customer service
- Collaborate with SLO Days and Open House Leads to execute Open House Special Projects
- Other duties as assigned

Selection Process & Timeline

The WOW Leads will be selected by NSTP Professional Staff and the Orientation Board after completion of the following process:

- PDF of written application materials, resume, and any presentation materials (in a format of your choice) due via email **Thursday, October 24, 2019 @ 5:00 PM.**
- Observational interview will be conducted **October 27, 2019** from **2:00 PM – 5:00 PM.**
- Personal interviews will be conducted **October 28 – 30, 2019.** 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 **November 1, 2019.**
- If you are not selected for the Lead position, your application will be transferred to the WOW Team application pool as a Returner applicant. You will be contacted for your availability for observational interview times. If you choose to remove your application, please email wow@calpoly.edu.



Time Commitments:

*Dates and times are subject to change

The position of WOW Lead is a full-time paid position from August 1, 2020 through September 6, 2020. Estimated \$13/hour for the first 40 hours per week. All other hours are volunteer. Below is an approximate outline of quarterly time commitments.

Fall Quarter 2019 (volunteer)	<ul style="list-style-type: none">• Volunteer• Interviews, recruitment, and selection of the WOW Team• Periodic Committee Meetings• 5-7 office hours/week• Lead Retreat: November 10, 2019 from 12:00 PM – 6:00 PM• WOW Team Reveal: November 20, 2019 from 7:00 PM – 11:00 PM• Special Projects as assigned
Winter Quarter 2020 (paid/volunteer)	<ul style="list-style-type: none">• Paid first 10 hours a week, volunteer hours as necessary• 5-7 office hours/week• Special Projects as assigned• WOW Team Retreat: January 10, 2020 – January 12, 2020• WOW Team Training: Sunday nights, 6:00 PM - 9:00 PM• NSTP Service Day: Date TBD• Team Celebration: March 14, 2020
Spring Quarter 2020 (paid/volunteer)	<ul style="list-style-type: none">• Paid first 10 hours a week, volunteer hours as necessary• 7-10 office hours/week• Special Projects as assigned• Assistance with Workshops• Weekly committee meetings• Day to Reconnect: March 29, 2020• WOW Team Training: Sunday nights, 7:00 PM - 9:00 PM• Spring Training: Tuesday nights, 6:00 PM - 11:00 PM• Volunteer at Open House weekend: April 16-18, 2020• Service Day: Date TBD• Supporter Showcase: May 16, 2020• Day in the Sun: May 16, 2020• Team Closing: June 5, 2020
Summer Quarter 2020	<ul style="list-style-type: none">• Return July 26, 2020 as full-time employment through September 6, 2020
Fall Quarter 2020	<ul style="list-style-type: none">• Volunteer for WOW 2020

Summary of Selection Timeline:

- **October 24, 2019:** Application and all materials due via PDF in email to wow@calpoly.edu.
- **October 25, 2019:** All applicants will be contacted to schedule interviews
- **October 27, 2019:** Observational Interview
- **October 28 - 30, 2019:** Personal Interview process
- **November 1, 2019:** Applicant notification deadline



WOW Lead 2020 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. Rank your committee preferences, from 1 being the most desired and 3 being the least and explain your top choice. (Descriptions found on page 5)
3. What makes you uniquely qualified for the position of WOW Lead, and why are you applying?
4. What is your best working style and how do you work with others whose working style may differ? Please explain.
5. Describe one innovative idea you want to bring to WOW to build intentional working relationships and promote an inclusive environment amongst team.
6. What is one trait you believe a WOW Team member must embody?
7. If there were a conspiracy theory about you what would it be?

Presentation

As part of the interview process, applicants will submit a 5-minute presentation on topic below, followed by a panel interview.

Prompt: "Present on an engaging new training activity or idea you would utilize in the training of WOW Team members that would improve their ability as facilitators and inclusive leaders. This presentation should entail your idea, how you will implement it, and why you think it's meaningful."

Presentations can be done in any format. If presenting a PowerPoint or media, all rooms will be equipped for multimedia. If using media, please submit your presentation in its original form. If bringing handouts, please provide enough for 5 individuals.

Please submit the application (supplemental questions & resume) as a PDF and presentation in format of your choice via email to wow@calpoly.edu by October 24, 2019 at 5:00PM.



WOW Committee Descriptions

Events, Resources, & Logistics (ERL)

ERL's primary responsibility is the planning and execution of Week of Welcome events as well as campus and community resource education and training of new students, supporters, and Leaders-in-Training including WOW breakout sessions and Resource Fair.

ERL will also be responsible for key campus partnerships with Center for Service and Action (Service Days), Associated Students, Incorporated (co-sponsored events), and community organizations such as SLO Fire, Inter-Housing Council, SLO PD, City of SLO, and UPD (educational programming).

Mustang Way to Success

MWTS primary responsibility is the development and coordination of NSTP transitional programming for new students, supporters, and Leader-in-Training. These topics include education on: Diversity and Inclusion, Alcohol and Drug Abuse, Sexual Misconduct and Gender-Based Violence, Primary Prevention, Bystander Intervention, Mental Health, Academic Success and Preparedness, and Career Readiness. MWTS will also coordinate education and collaborations with resource for underrepresented students for new students, supporters, and Leaders-in-Training.

MWTS committee will coordinate the development and implementation of The Transfer Experience and The Awareness Gallery as well as build key connections with campus partners to execute presentation topics.

Promotions, Marketing, & Communications (PMC)

PMC's primary responsibility is to advance the brands of and provide communication tools for Week of Welcome, orientation, WOW Team, and Orientation Leaders.

PMC committee will coordinate, develop, and execute projects such as Orientation Month of Giving, WOW and SLO Days programming opening and closing sessions, WOW Team/Orientation Leader fundraising, Cal Poly Now guides (WOW guide and OL handbook), and WOW Team/Orientation Leader marketing projects. PMC will also be responsible for coordination of Club Showcase and clubs events during Week of Welcome.