



SLO Days 2018 Lead Application

Positions Available: 2-4

SLO Days 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.

Applicants must read all application details, answer the supplemental questions, and provide a modified resume. All application materials are due by email (PDF format to slodays@calpoly.edu) by 1/12/2018 at 4:00pm (no exceptions). Once submitted, applicants will receive a confirmation email and will sign up for their personal and observational interview times.

Responsibilities: SLO Days Leads work under the supervision of Summer Operations Managers and Professional Staff but will work independently and collaboratively on several areas.

- Recruitment, selection and supervision of the Summer Crew
- Help plan and lead SLO Days training and events
- Advocate for SLO Days by attending Spring Training Meetings as needed
- Hold weekly office hours through Spring Quarter 2018 and assist in office management and NSTP customer service
- Work as part of Summer Crew for all SLO Days 2018 sessions (September SLO Days exceptions can be made)
- Provide support for Summer Operations Managers and Professional Staff
- Assist in special projects as assigned

Required Qualifications:

- Enrolled as a current full-time Cal Poly student through Spring Quarter 2018
- On campus leadership experience
- Must be available for all SLO Days sessions, weekly meetings, and office hours
- Hold office hours 5 hours/ week Winter Quarter 2018 and 10 hours/week Spring Quarter 2018
- Work full time (40+ hours/week) during summer
- Previous leadership experiences within New Student and Transition Programs
- Passion for fostering a team atmosphere and peer success
- Accountable to deadlines, ability to work in fast-paced environments, and collaborate with other student leaders and Pro Staff
- Maintain a 2.3 minimum higher education cumulative GPA

In addition to meeting the Required Qualifications, applicants for SLO Days Leads 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 all NSTP programs 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 or Cal Poly sponsored or organized activities.

Time Commitments: The position of SLO Days Lead is a paid position over Summer 2018. SLO Days Leads are offered an elevated pay rate above the Summer Crew position. Below is an approximate outline of quarterly time commitments for this position. \$13/hour 40 hours per week.

<p>Winter Quarter 2018 (Volunteer)</p>	<ul style="list-style-type: none"> • Interviews, recruitment, and selection of the Summer Crew (February 10 - March 2) • Periodic Planning Meetings • Division/University meetings as assigned • 5 office hours/week starting the week of: 2/5/18 • Special Projects as assigned
<p>Spring Quarter 2018 (Volunteer)</p>	<ul style="list-style-type: none"> • 10 office hours/week • Special Projects as assigned • Spring Training Meetings (Tuesdays 7-10pm) • SLO Days Workshop Sessions (Thursdays 7-10pm) • April 19th May 3rd May 17th May 31 • Volunteer at Open House (April 12-14) • Periodic Planning Meetings • Division/University meetings as assigned
<p>Summer 2018 (Paid)</p>	<ul style="list-style-type: none"> • Paid 40 hours/week 6-25-18 through 8-24-18 • Special projects as assigned • SLO Day Sessions: full availability (7 freshmen, 3 transfer) • Summer Retreat (July 2-3) • Summer Training (July 5-6) • Session Dates: July 9-10, 13-15, 17-18, 20-25, 27-28, July 31-August 3
<p>Fall 2018 (WOW, volunteer if available)</p>	<ul style="list-style-type: none"> • Volunteer for WOW • September SLO Days session

Selection Process

Please submit your application with resume and supplemental questions (PDF format only) to slodays@calpoly.edu by 1/12/2018 at 4:00pm. You will receive a link to sign up for your interviews after your application is submitted. Selection notification will be the week of January 22nd.

Interview Process

- 30-minute interview with Summer Operations Managers
 - January 15th and 17th
- Observational Interview
 - January 19th, 5-6:30 p.m.

Resume

Include a resume with the following information on a separate sheet:

1. Your Full Name
2. Your local address, cellphone number, and Cal Poly email address
3. Your major, class standing, and expected graduation date
4. Leadership and work experience applicable to this position and SLO Days
5. Provide a list of your 2018 academic year and summer commitments to the best of your ability including the approximate number of hours per week (include other jobs, extra and co-curricular activities, miss. Commitments, etc.)

Supplemental Questions

Please answer the following questions on a separate sheet: (no min or max word count)

1. Why do you feel uniquely qualified for the position of SLO Days Lead?
2. What is one exercise that could be implemented during the Summer Crew training that would create an inclusive and fun environment?
3. Why do you think SLO Days is an important portion of the New Student and Transition Program model?
4. What is something you would like to see be improved for SLO Days? What actions need to be taken to implement your idea?
5. If you had one message/life lesson that you wanted to share with the world, what would it be? Please elaborate.

Thank you for your interest in SLO Days Lead. If you have any questions, please contact the Summer Operations Managers at slodays@calpoly.edu

Applicants are also encouraged to reach out to Summer Operations Managers in person or by email (slodays@calpoly.edu)

Sophie Hogan – Communications Manager
Ryan Mostofi – Systems Manager

Evan Hansen – Connections Manager
Mary Swanberg – Logistics Manager