Summer Crew 2018 Application

Job Description

New Student & Transition Programs (NSTP) is looking to recruit a diverse pool of students to serve as Summer Orientation Leaders for our SLO Days orientation program.

Summer Crew members help incoming students get their first on campus experience as Mustangs. Summer Crew members are responsible for guiding incoming students and supporters as they make connections with other students, leaders, and resources while they explore campus and the San Luis Obispo community in a two-day, one-night orientation experience. Build connections, gain amazing professional skills, and have an incredible summer in SLO.

Position Highlights:

- Paid Position ($12/hour), 40 hours/week, July 2 – August 3
- Extensive Orientation Leader training in Spring Quarter (volunteered hours)
- Develop interpersonal communication skills
- Practice public speaking to small and large groups
- Customer service training
- Building friendships, summer fun, and teamwork

Minimum Qualifications:

- Cumulative Higher Education GPA of 2.3 or greater
- Abide by the Cal Poly Student Code of Conduct
- Must be available for all SLO Days sessions and work days July 2 – August 3
- Attend all required staff trainings:
  - Spring Training, every Tuesday 7:00PM to 10:00PM (Volunteer)
  - 4 Thursday Night SLO Days Workshops 7:00PM – 10:00PM (Volunteer)
    - April 19th
    - May 3rd
    - May 17th
    - May 31st
  - Summer Crew Training Week
    - July 2nd – 3rd and July 5th – 6th
- Able to work non-traditional hours
**Additional Opportunity – Quarter Plus Learning Assistant**

This year, NSTP is partnering with Quarter Plus to give Summer Crew members the opportunity to continue working on campus after SLO Days is finished. Quarter Plus is looking for Learning Assistants to help with their intensive 4-week, 8-unit, program for incoming freshmen. Learning Assistants MUST have a cumulative GPA of 3.00 or higher and be available during August 15\textsuperscript{th} - September 13\textsuperscript{th} for the following:

- Mandatory training sessions
- Move-in day, welcome reception, and general support to Q+ students, parents, & staff
- Student Orientation program (SLO Days Orientation)
- Going to their assigned class 4 days a week with Q+ students
- Two optional study sessions per week for Q+ students
- Meeting with faculty member regularly
- Quarter Plus Program staff meetings at least once a week
- Planning, implementing, and supervising student social activities on or off campus during weekends

Successfully selected SLO Days Crew Members who meet the qualifications will be forwarded the Learning Assistant application after Crew selection.

Please make sure you read the full version of job description at [http://quarterplus.calpoly.edu/resources/program-staff.html](http://quarterplus.calpoly.edu/resources/program-staff.html)
Recruitment Timeline:

Application Available: January 16th – February 7th by 4:00pm
Personal Interview Dates: February 9th – February 16th
SLO Days Crew Announcement: March 5th
Accept & Commit Date: March 9th

How to Apply:

1. Complete the SLO Days application at www.tinyurl.com/SLODays2018
2. Email your resume (PDF format only) to slodays@calpoly.edu by 4:00 PM February 7th.
3. After you have submitted your resume, you will receive a link via email to sign up for your personal interview.
4. Personal Interviews will take place between February 9th and February 16th
5. After all the personal interviews have been completed, those selected to move forward to the observational interview will be notified via email by February 21st.

Interview Process
- Round 1: 20-minute personal interview with Summer Operations Managers (2/9/18 - 2/16/18)
- Round 2 (if offered): Observational Interview – Applicants will select 1 of 3 dates:
  - Wednesday, February 28th, 7:00PM-9:00PM
  - Thursday, March 1st, 7:00PM-9:00PM
  - Friday, March 2nd, 6:00PM-8:00PM

Resume
When submitting your resume, please include a resume with the following information:

1. Your full name
2. Your local address, cellphone number, and Cal Poly email address
3. Your college, major, class standing, GPA, and expected graduation date
4. Previous or current applicable experience
5. Leadership and work experience applicable to this position and SLO Days.
6. List any campus/community involvement you have been affiliated with during your time at Cal Poly.
7. List any languages/skills (Audio/Visual, facilitation training, bilingual) which you are reasonably proficient in and are applicable to this position

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

<table>
<thead>
<tr>
<th>Sophie Hogan – Communications Manager</th>
<th>Evan Hansen – Connections Manager</th>
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<td>Ryan Mostofi – Systems Manager</td>
<td>Mary Swanberg – Logistics Manager</td>
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