Week of Welcome (WOW) Team Lead 2018 Application

General WOW Team Lead Information

WOW Team 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 Team Leads will assist in the training of academic & social resources, awareness topics, social & self-awareness, professionalism, customer service, and event planning. They will aid in developing and executing year-round programming and participate in training Orientation Leaders. WOW Team Leads will work closely with Orientation Board members on committee specific projects.

WOW Team Lead Responsibilities

- Be prepared to facilitate committee meetings and delegate tasks
- Provide support for Board Members and Professional Staff
- Assist in special projects as assigned
- Assist with New Student & Transition Programs administrative duties and tasks
- Support Board Members in planning and execution of orientation programming
- Other duties as assigned

WOW Team Lead Qualities and Expectations

Attitude

- Models personal and professional self-motivation with clear intentions of improving New Student & Transition Programs
- Works effectively through changes and demonstrates exceptional flexibility
- Actively seeks to participate in the implementation, coordination, and completion of special projects
- Strongly supports the goals and expectations of New Student & Transition Programs as the program evolves
- Demonstrates exceptional self-awareness of attitude and its influences
Collaboration
  o Seeks and facilitates opportunities to engage with diverse personalities
  o Critically thinks about successful conflict resolution
  o Models how to ask for help and seeks to support others

Communication
  o Active listener who demonstrates an open mind to differing opinions
  o Models “on and off stage” communication in social and professional settings
  o Accepts and implements honest and constructive feedback
  o Respectfully provides honest and constructive feedback when appropriate
  o Superior understanding and utilization of the lines of communication within New Student & Transition Programs

Dependability
  o Models effective time management including, but not limited to, school work, WOW Team commitments, and other co-curricular activities
  o Actively seeks to take responsibility and initiative in order to complete tasks on all levels in a timely fashion
  o Produces high quality work efficiently

Embodiment of the Mustang Way
  o Demonstrates pride, responsibility, and character
  o Serves as role model to all WOW Team Members, current students, faculty, staff, and the San Luis Obispo community

Inclusion
  o Proactively seeks opportunities to engage and lead discussions surrounding respect, diversity, inclusivity, and privilege
  o Actively seeks to understand and incorporate different ideas from their own
  o Creates and fosters an inclusive environment in all interactions

Professionalism
  o Understands and upholds the values of New Student & Transition Programs
  o Models professionalism and embodies the integrity of New Student & Transition Programs and Cal Poly university wide
  o Knowledgeable of general policies, procedures, and requirements of the University and of New Student & Transition Programs
  o Sets the example for others of self-awareness in regards to one’s behaviors and actions and how they reflect upon themselves, their fellow WOW Team, New Student & Transition Programs, and Cal Poly
WOW Team Lead Academic Requirements

- Must be able to commit from Fall Quarter 2017 through Spring 2018 (expected to return for the Week of Welcome 2018)
- Must be a full-time Cal Poly student during Fall, Winter and Spring quarters
- Higher Education cumulative and quarterly GPA of 2.3 or better at time of applications and throughout involvement in New Student & Transition Programs

Committee Responsibilities

**Mustang Way to Success**
This committee works to create our programming that touches on the important topics of transition and academic success at Cal Poly. Working with our WOW Team, Orientation Leaders, and our programming during the Week of Welcome, this committee makes sure our leaders have all the necessary information they need to successfully help students.

Focusing on topics like alcohol, drugs, diversity, sexual misconduct, safety, mental health, inclusion, and healthy habits these transitional topics directly impact any Cal Poly student. Working with resources on Cal Poly’s campus and in the San Luis Obispo community this committee makes sure all students have everything they need.

In addition, this committee works with Cal Poly’s College Advising Centers and Mustang Success Center to make sure we are providing our incoming students with all of the resources they need to be academically successful here. Making sure our orientation leaders and incoming students are aware of any policies that impact them we focus on making sure individuals know where the tools (PolyPlanner, PASS, etc.) they need to succeed are and who can help when they have questions.
WOW Operations
This committee strives to make sure that all programming, volunteer management, systems, procedures, and WOWWeb are executed flawlessly throughout Board, Team, Spring Training and WOW. Working with every committee’s events, activities, and campaigns they provide the necessary infrastructure that allows for large and small events to be successful.

This committee uses all the resources that the New Student & Transitions Program department, and Cal Poly campus, has to offer, making sure we are providing a high-quality candidate experience. Working to organize items like interviews, retreats, and workshops they make sure people are where they are supposed to be and have all the items they need.

This committee serves as a cornerstone piece to making WOW successful. By organizing all WOW Groups and making sure Daily Location Sheets and accessory information are accurate this committee allows us to track all WOW Groups and WOWies at any given time. This committee is responsible for all logistics for events, including items like space reservations, production schedules, equipment rental, movement of individuals, and crowd control.

Events, Resources, & Logistics (ERL)
This committee 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 are able to find it, to answer questions about resources. Working to present the information in an engaging format this committee presents to both small and large groups.

Organizing events is an integral part of this committee. From working with the Center for Service and Action to develop our Service Days to fostering relationships with outside vendors they are tasked with making The Week an experience that all new students look forward to. Partnering with clubs, departments, University Housing and ASI on campus this committee provides entertainment for both small and large gatherings.
Promotions, Marketing, and Communication (PMC)

As part of Promotions, Marketing, and Communication get hands-on experience in building and promoting the Cal Poly Orientation and WOW brands.

PMC is much more than the “photo shop committee”. PMC has the responsibility of managing fundraising, driving WOW Leader and Team recruitment, advancing department and program promotion initiatives, building marketing campaigns, and implementing the New Student & Transition Programs communications plan. Be a part of the team that builds toward the bigger picture and promote NSTP, WOW, and Orientation here at Cal Poly.

PMC requires close collaboration with SLO Days, Open House, department interns, as well as campus partners to accomplish department-wide marketing, promo, and communication goals. Manage communication and promotion logistics, go behind the lens, drive social media campaigns, design dynamic materials and publications and gain Learn By Doing experiences.
Commitments by Quarter

WOW Team Leads will be committed as volunteers from their selection date, October 13, 2017, until the end of Spring Quarter 2018. They will resume their role as a WOW Team Lead beginning August 1, 2018 as a paid position working full-time through September 6, 2018. Starting September 7, 2018, the role will transition back to a volunteer position through the end of the Week of Welcome 2018.

In addition, WOW Team Leads are guaranteed a position as a SLO Days Staff Member during Summer 2018. This is strongly encouraged but not required.

Fall 2017

- Mustang Family Weekend: October 20 – 22
- Observational interviews for WOW Team:
  - Friday, October 27: 5:15 – 9:15 PM
  - Sunday, October 29: 5:15 – 9:15 PM
  - Thursday, November 2: 6:15 – 10:15 PM
  - Friday, November 3: 1:15 – 5:15 PM
  - Friday, November 3: 5:15 – 9:15 PM
- Lead Retreat: October 19, 6:15 – 10:15 PM
- WOW Team Reveal: November 16, 7:00 – 9:00 PM
- Five to seven weekly office hours for administrative duties and committee work
- Committee meetings (at discretion of committee chair or co-chairs)
- Other duties as assigned

Winter 2018

- WOW Team Retreat: January 5 – 7
  - Return by January 5 at 10:30 am, the week before Winter 2018 Quarter
- WOW Team Training: Sunday nights, 6:00 – 9:00 PM
  - Meetings will be held on Mondays in the event of holiday weekends
- WOW Team Service Day: January 27, 10:00 AM – 1:00 PM
- Supporter Showcase: February 10, 1:00 – 4:00 PM
- NODA Conference: February 23 - 25
  - Sonoma State will be hosting in Rohnert Park, California
• Team Celebration: March 10, 10:00 AM – 1:00 PM
• Weekly committee meetings
• Five to seven weekly office hours for administrative duties and committee work
• Other duties as assigned

**Spring 2018**

• WOW Team Training: Sunday nights, 7:00 – 9:00 PM
  o Meetings will be held on Mondays in the case of holiday weekends
• Spring Training: Tuesday nights, 6:00 – 11:00 PM
• Day to Reconnect: April 7, 10:00 AM – 1:00 PM
• Volunteer at Open House Weekend: April 12 - 14
  o Coffee House: April 13
  o Campus Showcase: April 14
• Service Day: April 21
• Day in the Sun: May 19, 10:00 AM – 12:00 PM
• Team Closing: June 9, 10:00 AM – 1:00 PM
• Weekly committee meetings
• 7-12 weekly office hours for administrative duties and committee work
• Assistance with Workshops
• Other duties as assigned

**Summer 2018**

• Return August 1, 2018 as full-time employment through September 6, 2018
• Volunteer during Week of Welcome 2018

*Disclaimer: Dates and times are subject to change*
Timeline and Procedure

- Submit a hard copy of your application to an Orientation Board Member in the New Student & Transition Programs office (Building 52, Room E10) by 4:00 PM on Monday, September 25
  - Office will be open Monday through Thursday 10:00 AM to 4:00 PM and Friday 10:00 AM to 2:00 PM
- Sign up for your personal interview when you turn in your application. Personal interviews will occur September 27 – 29
- Observational interview date and time will be confirmed by email no later than Thursday, September 28 at 4:00 PM
- WOW Team Lead 2018 selections will be communicated by phone on Friday, October 13, 2:00 – 3:00 PM
- If you are not selected for the Lead position, your application will be transferred to the WOW Team application pool. You will be contacted for your availability for observational interview times. If you choose to remove your application, please email wow@calpoly.edu
WOW Team Lead 2018 Application

Please fill out the following information:

Name: ______________________________  Major: ________________________

Expected Graduation Date: ______________  Year in School: ______________

Cell Phone Number: (____) ______-_______  Cal Poly Alias: ______________

Please rank the committee you would most like to work with, with 1 being the most desired and 4 being the least desired.

___ Events, Resources & Logistics
___ Mustang Way to Success
___ Promotions, Marketing & Communication
___ WOW Operations

Please rank your observational date and time preference below, with 1 being the most desired and 3 being the least desired. We request that you make yourself available for all possible dates and times.

For your observational interview, please bring a snack that represents one of your Strengths and be ready to elaborate.

___ Sunday, October 1: 10:00 AM – 1:00 PM
___ Sunday, October 1: 4:00 – 7:00 PM
___ Thursday, October 5: 7:00 – 10:00 PM

Please submit this form, along with your answers to the attached questions, to a Board member in Building 52, Room E10 upon completion. Do not forget to sign up for your personal interview at this time. The office is open between 10:00 AM and 4:00 PM Monday through Thursday, and 10:00 AM through 2:00 PM on Friday.
Please type your answers to the questions below on a separate piece of paper. (250 word limit per question)

1. Include a modified resume with the following information:
   a. Your Full Name
   b. Your San Luis Obispo address, telephone number, and Cal Poly email
   c. Your major, class standing, and expected graduation date
   d. List your previous New Student & Transition Programs experience; positions you’ve held, committee work, group leader, E-staff leader, etc.
   e. List any other experience and leadership roles by year (ASI, Dean of Students, Clubs & Organizations, employment, etc.)
   f. List your Fall 2017, Winter 2018, and Spring 2018 commitments along with the approximate number of hours per week (include other jobs, extra and co-curricular activities, etc.) for the term you are applying

2. Why are you applying to be a WOW Team Lead?

3. What is your best working style and how do you work with others whose working style may differ? Please elaborate.

4. Please elaborate on your committee rankings and what could you contribute to each?

5. Looking at the enhanced qualities and expectations of the WOW Team Lead role what area do you think you will struggle with and what area do you think you will excel in?

6. On the next page please mark the box next to each event that you have a conflict with and initial next to each event that does not conflict with your schedule.
## Fall 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Parent &amp; Family Weekend</td>
<td>October 20 – 22</td>
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| Observational interviews for WOW Team | Friday, October 27: 6:00 – 9:00 PM  
|                                    | Sunday, October 29: 6:00 – 9:00 PM  
|                                    | Thursday, November 2: 7:00 – 10:00 PM  
|                                    | Friday, November 3: 2:00 – 5:00 PM  
|                                    | Friday, November 3: 6:00 – 9:00 PM          |
| WOW Team Reveal                    | November 16, 7:00 – 9:00 PM                 |

## Winter 2018

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<td>WOW Service Day</td>
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<td>NODA Conference</td>
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<tr>
<td>Spring Training</td>
<td>Tuesday nights, 6:00 – 11:00 PM</td>
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<tr>
<td>Volunteer at Open House Weekend</td>
<td>April 12 – 14</td>
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<tr>
<td>Workshop</td>
<td>Will be available for all</td>
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<td>May 4</td>
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## Summer 2018

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<tr>
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<tr>
<td>Week of Welcome</td>
<td>September 16 – 22</td>
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