SLO Days 2019 Summer Lead Application
Positions Available: 2-4

Summer 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 11/16/2018 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: Summer 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 Summer Crew
- Help plan and lead SLO Days Staff training and events
- Advocate for SLO Days by attending Spring Training Meetings as needed
- Hold weekly office hours Winter and Spring Quarters 2019 and assist in office management and NSTP customer service
- Work as part of Summer Crew as a shift Lead for all SLO Days 2019 sessions (September SLO Days exceptions can be made)
- Collaborate with WOW Team and Open House Leads to execute Open House Special Projects
- 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 2019
- On campus and/or Community leadership experience
- Must be available for all SLO Days sessions, weekly meetings, and office hours
- Hold office hours 5 hours/week Winter Quarter 2019 and 10 hours/week Spring Quarter 2019
- Work full time (40+ hours/week) during summer
- 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
- Must be within good judicial standing with the Office of Student Rights & Responsibility

In addition to meeting the Required Qualifications, applicants for Summer 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 Summer Lead is a paid position over Summer 2019. Summer Leads are offered an elevated pay rate above the Summer Crew position. Below is an approximate outline of quarterly time commitments for this position. Estimated $13/hour for the first 40 hours per week.

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<th>Quarter</th>
<th>Time Commitments</th>
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| **Winter Quarter 2019** | • Interviews, recruitment, and selection of the Summer Crew (Tentative)  
  • Periodic Planning Meetings  
  • Division/University meetings as assigned  
  • 5 office hours/week  
  • Special Projects as assigned |
| (Volunteer)            |                                                                                                                                               |
| **Spring Quarter 2019** | • 10 office hours/week  
  • Special Projects as assigned  
  • Spring Training Meetings (Tuesdays 7-10pm)  
  • SLO Days Workshop Sessions (Tentative)  
  • Volunteer at Open House (April 11-13)  
  • Summer Retreat (May 10-11)  
  • Periodic Planning Meetings  
  • Division/University meetings as assigned |
| (Volunteer)            |                                                                                                                                               |
| **Summer Quarter 2019**| • Paid 40 hours/week from 6/20/2019 thru 8/24/2019  
  • Special projects as assigned  
  • SLO Day Sessions: full availability (7 freshmen, 3 transfer)  
  • Summer Training (July 8-12)  
  • Session Dates: July 15-16, 18-19, 20-21, 25-30, August 1-2, 8-9, 11, 17, September 14 (Tentative: July 11-12, 22-23) |
| (Paid)                 |                                                                                                                                               |
| **Fall 2019**          | • Volunteer for WOW  
  • September SLO Days session (Volunteer) |
| (Volunteer for WOW, exceptions can be made) |
Selection Process
Please submit your application with resume and supplemental questions (PDF format only) to slodays@calpoly.edu by **11/16/2018 at 4:00pm**. You will receive a link to sign up for your interviews after your application is submitted. Selection notification will be by December 7th.

Interview Process
- 30-minute interview with Summer Operations Managers
  - Week of November 26th, you will receive a follow-up email after you turn in your application with a link to sign up for your interview.
- Ted Talk – Send in a 5-7 minute video in which you present on a topic of your choice. Get as creative as you can on the topic. We want to see who you are as an applicant in this video. There’s no guidelines on editing or creation style, whatever you are comfortable with works with us.
  - Due Friday, November 30, by 12 PM to slodays@calpoly.edu. If you have technical difficulties, please do not hesitate to reach out to us.

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 2019 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
1. What makes you uniquely qualified for the position of Summer Lead, and why are you applying?
2. Why do you think SLO Days is an important portion of the New Student and Transition Program model?
3. Propose one exercise that could be implemented during the Summer Crew training that would create an inclusive and fun environment.
4. After incidents that occurred this last year on campus, what are initiatives you want to place more of an emphasis on diversity and inclusion during SLO Days?
5. When hiring for summer crew, what are the top 3 qualities you’d look for in an applicant and why?
6. You’ve been given an elephant. You can’t give it away or sell it. What would you do with the elephant?

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

Camille Erskine
Trevan Klug
Jessica Patton
Mick Ucciferri