



Orientation Welcoming Committee

OWC Description:

The Orientation Welcoming Committee (OWC) creates a welcoming and exciting environment for first-year students through planning and executing social activities and events throughout the course of Orientation and providing opportunities for incoming students to connect with their class, the College, and the greater community. The committee can enhance past events or brainstorm new and creative ideas. While much of the OWC's role consists of active student-led planning of events, these student leaders also assist staff in executing other programs and initiatives to serve the incoming class. This is an opportunity for students to have a role in the planning and execution of Orientation and help shape the student experience for the incoming Class of 2030. As a member of OWC, you are a representative of Harvard College, and this is an exciting way to shape the Harvard experience. The Student Engagement Office is seeking motivated students with interest in event planning, administrative work, and supporting first-year students in their transition to Harvard.

Essential Job Responsibilities

- Collaborate with a team of fellow OWC Members, Graduate Assistants, and Professional Staff to accomplish previously set goals and meet project deadlines.
- Work remotely during the summer months beginning in June to support the planning, coordination, and execution of large- and small-scale Orientation events for the Class of 2030.
- Oversee the development and utilization of the SOCO app for Orientation Week.
- Design graphics and resources for students, families, and supporters.
- Support promotional efforts across digital platforms, including leveraging the Student Engagement Instagram account to promote events and drive student engagement during Orientation Week.
- Purchase and organize materials needed for Orientation programs; distribute these materials to students, families, and supporters.
- Participate in summer family webinars, speaking from the student perspective and answering panel questions to keep families informed during their student's transition.
- Maintain flexible availability from Monday, August 17th to Tuesday, September 1st, including early mornings and late evenings, to staff all OWC-sponsored events and support Move-In Days as needed (e.g. welcoming guests, providing directions, and engaging with families).
- Serve as a positive role model and resource for new students.

Qualifications:

An ideal candidate has:

- Positive attitude and enthusiasm for working collaboratively in a team environment.
- Interest in supporting first-year students, enhancing the student experience, and building community.
- Demonstrated commitment to student engagement at Harvard College.
- Strong leadership, interpersonal, and time management skills.
- Excellent customer service, communication skills, and attention to detail.
- Ability to independently set and meet deadlines.
- Willingness to support a wide range of projects, from large-scale events to day-to-day administrative tasks.
- Familiarity with Harvard College departments, programs, and campus resources.

Hours and Pay:

- The pay for this position is \$16 per hour with a flexible schedule of 10 hours (and not exceeding 20 hours) per week beginning Monday, June 22nd and continuing until Tuesday, September 1st. The hours may increase to over 20 only during Orientation Week (Wednesday, August 26th – Tuesday, September 1st) and late-night shifts are expected beginning Monday, August 17th.
- **This position is virtual throughout the summer, but all OWC members will be required to be on campus for in-person shifts beginning Monday, August 17th through Tuesday, September 1st. OWC Members will be able to move into their term housing on August 17th.**

Time Commitment:

If hired, members of the Orientation Welcoming Committee must attend a virtual training session in June and will be expected to meet the following time commitments. Listed below are the principal time commitments:

- 1) One virtual summer introduction and training session (3-5 hours) – Friday, June 26th
- 2) Several virtual planning meetings throughout June, July, and August (1 hour each) – Dates/times to be determined based on team availability but will take place between 9:00 a.m. to 7:00 p.m. EST
- 3) Individual 30-minute weekly check-in meetings with Student Engagement staff for leadership development and support
- 4) While we will do our best to schedule virtual meetings around individual and team availability, participants should expect meetings to occur between 9:00 a.m. and 7:00 p.m. EST and plan to have some availability during those hours.
- 5) In-person Monday, August 17th through Tuesday, September 1st
 - a. In-Person training session – Monday, August 17th from 6:00pm – 8:00pm (dinner included)
 - b. Pre-Orientation Drop ins and Orientation Preparation – Tuesday, August 18th to Tuesday, August 25th
 - c. First-Year Student Orientation – Wednesday, August 26th and continuing until Tuesday, September 1st – Hours will vary with late night shifts to be expected
 - d. Convocation – Tuesday, September 1st – Time to be announced

*A more detailed schedule will be shared in August

Application Timeline:

- Application Deadline Thursday, March 26 at 11:59 p.m. EST
- Interviews: Various Times – Wednesday, April 1st – Tuesday April 7th
- Offer Letters: Friday, April 10th

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If you have any questions, please contact Rebecca Asare, Coordinator for Orientation and Family Engagement at rebeccaasare@fas.harvard.edu