

OIS ORIENTATION TEAM 2011 VOLUNTEER JOB DESCRIPTIONS

Below is a list of positions available on the Spring 11- Fall 11 Orientation Team (listed in alphabetical order), along with a brief job description. Please read this information carefully - these positions carry a lot of responsibility so please make sure you understand the positions fully before you make the commitment. It is an honor to be selected to be on the Orientation Team and expectations are very high for all team members to fulfill their responsibilities fully. If you have questions about any of these positions, please contact Lauren Ball in OIS.

Check-in Coordinator(s): Coordinator(s) will work with Lauren to advise on the needs of new students and volunteers in the Check-in room. Will coordinate the room set-up, and make a list of food & supply needs for the room during each day of Check-in. Responsible for “locking up” procedures at the end of each day. Will share responsibility with other coordinators to serve as room “managers” so that there is a team member in the check in room at all times. Will also send email reminders and/or call volunteers the day before their scheduled shifts. Will be involved in training of check in volunteers with OIS advisors. Responsibilities of the Check-in Coordinator(s) will also involve advising what contents should be included in the Welcome Packets and helping to assemble them. Coordinator also involved in assisting other areas of Orientation.

Housing/Transportation Coordinator: Coordinator will be responsible for organizing temporary housing for new international students from the housing requests forms that come to OIS. Will have to be easily accessible by email and in direct communication with OIS, small group leaders AND the students from abroad. Will help OIS recruit housing volunteers to provide temporary housing (particularly students). Will set up excel sheet to keep track of housing volunteers/new student requests. Help recruit back-up drivers for airport pickups. Must be willing to call community members, even at last minute’s notice, to ask if they can temporarily house a new student. *Preferable that the Coordinator has his/her NC Drivers License and an on-campus job for insurance purposes. Coordinator also involved in assisting other areas of Orientation.

Orientation Day Coordinator(s): Coordinator(s) will work closely with Lauren to coordinate the actual orientation day activities, including volunteers, speakers, technology, handouts, signage, food, etc. Will suggest sessions or activities to be offered on that day. Will be involved in the volunteer training. In charge of putting up on-campus signage for orientation. Will make sure that volunteers sign-in and attend to their respective volunteer jobs for that day. Computer skills helpful (i.e powerpoint). In charge making sure set up and clean up goes smoothly. Will assist OIS staff in other tasks as needed for orientation day and info fair. Coordinator also involved in assisting other areas of Orientation.

Welcome Party Coordinator(s): Will work with a team of volunteers to coordinate the Welcome party. Will arrange entertainment and catering of party with fixed budget given by OIS Programs Coordinator and approved by Orientation Team. Will also coordinate set-up and clean-up volunteer crews and be sure volunteers attend to their designated duties during the party. May possibly collaborate with International Student Organizations, Student Clubs, Fraternities/Sororities, etc. in the planning of the party.

Programs Coordinator role: The Programs Coordinator serves as an adviser for the team and is a non-voting member. She also serves as a resource and support. Role: 1) Facilitator of the Orientation Team: Will solicit/receive weekly agenda items from all team members, open/close all meetings and keep the meetings “on task” for efficiently discussing the agenda items submitted in a timely manner (i.e. prevent “tangents!”). 2) Secretary for the Orientation Team and will keep minutes of all meetings and send the meetings out to Orientation Team members via email each week (promptly after each meeting) as well as send reminders of the next team meeting. Will also put together and distribute Orientation Team list with contact info to all team members. 3) Treasurer – will keep track of all expenses related to Orientation.