

# NEW STUDENT ORIENTATION PROGRAM 2010

Barnard College • Columbia College • The Fu Foundation School of Engineering and Applied Science  
Barnard College Activities Office • 100 Brooks Hall • 212 854 2096  
Columbia Office of Student Development and Activities • 515 Lerner Hall • 212 854 3611

## ORIENTATION COORDINATOR APPLICATION INFORMATION

Thank you for your interest in the 2010 New Student Orientation Program (NSOP). NSOP 2010 will welcome close to 2000 new students and their families to Columbia and Barnard and will introduce them to each other and to all that the Columbia-Barnard community offers. Orientation does not happen by itself – it is the product of the leadership and energy of nearly 300 Orientation Leaders, Crew Chiefs, and Committee Members. The Orientation Coordinators lead this incredible team!

This application is for the **Orientation Coordinator position only**. Two Coordinators will be selected: (1) Barnard and (1) CC/SEAS. The College Activities staff in 100 Brooks Hall and the Student Development and Activities staff in 515 Lerner Hall are available to answer any questions that you may have about the process. This application must be received no later than **midnight on Friday, October 23, 2009**.

If you wish to be considered for a position as a Committee Member, Crew Chief, and/or Orientation Leader in the event you are not selected as a Coordinator, be sure to mark the appropriate boxes on page 1 of the application. While no further application will be required, you will be required to interview for those specific positions.

### **APPLICATION & SELECTION TIMELINE**

The Selection Committee relies on all applicants to follow this selection timeline carefully. Candidates will be informed of any changes to this schedule during the interview process. The most up-to-date information is available online at <http://www.columbia.edu/cu/orientation>

#### **Application Submission Deadline: *Midnight on Friday, October 23, 2009***

Applications should be submitted according to the instructions below.

#### **Applicant Interviews: *Wednesday, November 4 - Friday, November 6, 2009***

All interviews will be conducted the week of November 2nd.

A selection committee made up of Student Affairs and College Activities staff will conduct interviews.

*Be prepared to present a 2-minute speech welcoming the Class of 2014 at your interview.*

#### **Selection Decisions: *Tuesday, November 10, 2009***

Applicants will be informed of selection decisions via e-mail.

### **APPLICATION SUBMISSION INSTRUCTIONS**

To submit your application online, **you must use Adobe Acrobat or Adobe Reader** to complete the PDF application.

Save your completed application as “LastName,FirstName-CoordinatorApplication.pdf”

Send your application as an attachment to [orientation@columbia.edu](mailto:orientation@columbia.edu)

You will be required to create a Digital ID to sign your application. Simply click in the signature field, select “Sign As: New ID,” click “A New Digital ID,” click “Next,” fill in your Name and E-mail Address, and click “Next” again. Use a file name and password of your choosing. You will use the same ID to sign your recommendation.

Instructions regarding submission of the recommendation for online applicants can be found on the recommendation form.

If you prefer to submit a paper application, you can print out the completed form, attach your supplemental responses and resume, and submit it to the Activities Office at the school to which you’re applying.

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## ORIENTATION COORDINATOR RESPONSIBILITIES

### COMMITTEE SELECTION

Orientation Coordinators are expected to participate in the selection of NSOP Committee Members.  
The interview dates below are tentative.

***Monday, January 18 - Friday, January 22, 2010***

Individual interviews for Committee Members will take place.

***Friday, January 29, 2010***

The group interview process for Committee Members will take place.

### COMMITTEE RETREAT & TRAINING

***Friday, February 26 - Sunday, February 28, 2010***

Coordinators and Committee Members will attend a **mandatory weekend retreat**.

***Fridays, 9:00 am - 11:00 am, beginning February 19, 2010***

Coordinators and Committee Members are **required to attend weekly 2-hour training sessions** beginning in February through the end of the semester.

### DUTIES

- *Work under the supervision and expectations of the College Activities and the Student Development and Activities Offices to coordinate all aspects of the Orientation program*
- *Work part-time in the spring semester, then full-time in the summer and throughout Orientation week (August 29-September 6, 2010)*
- *Coordinate January Orientation with the assistance of the Activities Staff (responsibilities may vary between schools)*
- *Serve on selection committees for the NSOP Committee, Crew Chiefs, and Orientation Leaders*
- *Attend and participate fully in the NSOP retreat from Friday, February 26 - Sunday, February 28, 2010*
- *Coordinate the day-to-day work of committee members in producing all programs and publications*
- *Work with the staff in training Committee members and organizing and leading committee meetings*
- *Work with staff, administrative offices, and Deans to plan and conduct Crew Chief and Orientation Leader training*
- *Produce new student mailings and coordinate communication with families and new students, under the guidance of the Activities Staff*
- *Plan selected programs, make periodic reports, assist in monitoring the Orientation budget, oversee Orientation housing, and serve as a liaison to other organizations and offices involved with Orientation*
- *Assist with ad solicitation for the Schedule Book during the spring semester and summer*
- *Serve as an active and reliable member of the NSOP Committee*
- *The official start date for the entire committee will be Tuesday, May 26, 2010. You are expected to work at a minimum, 9am – 5pm. Working hours beyond this will be required for the completion of specific projects, rehearsals, meetings, etc.*
- *Contribute positively to the energy leading up to orientation and during orientation.*
- *Assist in follow up activities after Orientation week, including evaluation, exit interviews, and 2011 committee recruitment*
- *Other duties as assigned*