



Colonial Cabinet – 2017 Orientation Leader Member Responsibilities

Job Summary

Members of the 2017 Colonial Cabinet serve as ambassadors for GW as they welcome, transition, and begin to integrate new students to the George Washington University and surrounding community.

Colonial Cabinet members will have the opportunity to:

- Serve as ambassadors for GW and as a resource to incoming students
- Assist academic advisors in providing a comprehensive and personalized method of academic advising, course selection, and registration for new students
- Participate alongside campus partners and fellow staff members to present on departmental resources available to students and families, while also offering the student perspective
- Lead and facilitate small group discussions with new students – addressing and answering a range of questions regarding their anticipated college experience
- Perform administrative tasks ranging from email correspondence to preparing handouts and materials for CI sessions
- Provide logistical support to professional staff members in the Office of Student Support & Family Engagement (SSFE) in the development and execution of CI

Qualifications & Expectations

1. Understand and support the goals and mission of the program.
2. Exhibit enthusiasm and respect for the university.
3. Desire to be involved on campus and/or in the community and be a leader of change.
4. Demonstrate a willingness to be flexible, adaptable, and accepting of unpredictable change.
5. Be in good academic, judicial, and financial standing with the university. It is advised that you be forthcoming and honest if you are in violation of any of the above. Additionally, if you have ever pled or been found guilty of a judicial violation, it is advised that you speak to the violation in your application.
6. Pass a university background check.
7. **Attend all of the important dates outlined**
 - a. **Absences will not be permitted from May 22 – May 26, 2017 and May 30 – June 30, 2017. If you have a conflict with any of the dates, please mention the date(s) and reasons in your application.**
8. Live and sleep on-campus in your assigned CI residence hall for the duration of CI, including summer training.
9. Be a current undergraduate student and returning undergraduate student for the next academic year (2017-2018). If you are planning on studying abroad during the fall 2018 semester, please provide this information to the Coordinator, Student Support & Family Engagement with the details of your departure schedule as soon as possible.



Benefits

- Personal and professional development opportunities in a positive and supportive environment.
- Learn helpful, important information about GW programs and resources.
- Experience working with a diverse group of individuals to accomplish a unique task.
- Meeting and working with GW administrators and faculty.
- Enhanced pride in yourself and GW from helping new students transition into our community.
- Cabinet Members will be compensated hourly at \$7.45 during mandatory summer training and CI sessions.
- GW-provided housing from May 24 – early fall move-in 2017 (tentatively August 24).

Important Dates

Please hold these dates on your calendar!

- Group interview process (Saturday, February 4 from 9am-2pm)
- Individual interviews (February 13-24; 20 minute slots)
- Voluntary teambuilding activities (3-4 hours/week, Sundays in April 2017 between the hours of 12 and 4pm; excluding Easter Sunday)
- Voluntary Inside GW Days (April, dates TBD)

Training

Spring 2017

- The spring semester will provide opportunities to attend and participate in *optional* leadership workshops held on Sundays in April, led by peers and campus partners

Summer 2017

- **Mandatory** summer training begins on or around Monday, May 22nd and goes up until the first orientation session in June.
- You are expected to attend all mandatory training and CI sessions. If you have a conflict you already know of, please provide those details in your application.

Please note: A student may be removed from the Colonial Cabinet for failure to:

- Maintain good academic, financial, or judicial standing.
- Satisfy Colonial Cabinet responsibilities.
- Work productively as a Colonial Cabinet team member.
- Recognize the authority of Student Support and Family Engagement staff to determine CI policy.
- Show improvement following feedback from Student Support and Family Engagement staff.
- Support GW and CI's goals through attitude and character.