2012 Welcome Week Assistant (WWA) Position Description

The Welcome Week Assistant position is an opportunity to join a great team of students who welcome new students to campus, plan events and serve to help students get the year started off in a fun and informative way. It’s a great way to be involved in the life of Indiana University!

Application Priority Deadline: Friday, March 9, 2012
Availability Required: Applicants must be able to return to campus on Friday, August 10 by 12:00 p.m. to begin Welcome Week preparations.

Responsibilities

• Help plan Welcome Week activities beginning Spring semester
• Must be able to commit, to the entire Welcome Week and through the start of Fall semester
• Help plan for and implement a smooth check-in process for Move-In Day(s)
• Assist with preparing and decorating the residence centers in order to create a welcoming environment for incoming students
• Help develop a strategy to encourage students to participate in Welcome Week activities and get involved in their residence centers and the campus community
• Provide support during the check-in days as determined in assigned Residence Center. Tasks may include: managing traffic flow, staffing elevators and/or check-in tables, greeting students and their families, and helping unload cars
• Help implement Welcome Week publicity, promote attendance, and escort students to events.

Requirements

To serve as a Welcome Week Assistant, you must be:
• a full-time student who has completed at least 1 semester of classes at IU Bloomington
• enthusiastic and positive about IU
• supportive and knowledgeable of Welcome Week activities
• able to return to campus on Friday, August 10 by 12:00 p.m. to begin Welcome Week preparations
• willing to commit to actively participate in activities through all of Welcome Week
• willing to serve as a positive role model
• able to be a capable resource regarding programs and services at IU

Benefits

• Experience in the planning and implementation of Welcome Week programs
• Opportunity to create a positive experience for new students
• Working with enthusiastic and dedicated staff and students
• Return to campus early, prior to the rush of opening day
• Meal card provided to help cover cost of additional days of meal costs due to your early arrival to campus. Additional housing costs will also be covered for WWAs who live on campus. (Both of these benefits are dependent upon your successful completion of your WWA responsibilities)
• Fun, friends, and an official Welcome Week t-shirt

Other Important Information

• WWAs do not need to live in the Residence Center in which they serve, as long as they can commit to that center for the planning and implementation of events and activities
• Applications will be available on the FYE website, but selection is managed in each Residence Center
• Applicants can identify which Residence Centers in which they wish to serve as they apply but can only serve one Residence Center

Have additional questions?
Contact the Office of First Year Experience Programs
Phone: (812) 855.4357 Email: fye@indiana.edu Web: fye.indiana.edu