**2018 Wave Leader**

*This position is the “new” version of serving as an Orientation Coordinator (OC)*

Questions may be directed to Josh Davis or Courtney German, Coordinators for New Student & Leadership Programs

(504) 865-5180 | orientation@tulane.edu | LBC, Suite G11.

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**APPLICATION PROCESS & TIMELINE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>February 15</td>
<td>Wave Leader Application LIVE! [Visit New Student &amp; Leadership Programs OrgSync page (under “Forms”) to apply]</td>
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<tr>
<td>February 20</td>
<td>Info Session 1 from 2-3pm &amp; Info Session 2 from 5-6pm in Rechler, 202 LBC</td>
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<tr>
<td>March 2</td>
<td>Info Session 3 from 9:30am-10:30am in Rechler, 202 LBC</td>
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<td>March 8</td>
<td>Info Session 4 from 5-6pm in Rechler, 202 LBC</td>
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<td>March 11</td>
<td>Wave Leader Applications DUE at 11:59pm</td>
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<td>March 16</td>
<td>Wave Leader Group Interview Assignments sent out by 5pm</td>
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<tr>
<td>April 3</td>
<td>Wave Leader Group Interviews from 9am-5pm in Rechler &amp; Race</td>
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<td>April 4</td>
<td>Wave Leader Group Interviews @ 9AM-5PM in Race; 9AM-2:30PM in Rechler</td>
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<td>April 5</td>
<td>Wave Leader Group Interviews @ 9AM-5PM in Rechler &amp; Race</td>
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<tr>
<td>April 6</td>
<td>Wave Leader Group Interviews @ 9AM-1:30PM in Rechler &amp; Race</td>
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<tr>
<td>April 13</td>
<td>Wave Leader Notifications [Acceptances DUE April 16]</td>
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**Mandatory Dates**

**Spring 2018**

April 23 | Wave Leader Spring Training @ 5:30pm-8pm in Kendall Cram

**Fall 2018**

August 17 | Wave Leaders return to campus
August 18 – 21 | Wave Leader retreat and training (overnight retreat)
August 22 – 26 | New Student Orientation
August 27 – Sept. 9 | Fall Welcome

To apply to be a 2018 Fall Welcome Wave Leader (new version of the Orientation Coordinator/OC) for first-year or transfer students, candidates must complete the following steps:

1. Review the position description and responsibilities below.
2. Attend an info session to learn more about the position [encouraged but not required].
3. Submit the application on OrgSync by **11:59pm on Sunday, March 11, 2018**.
4. Invitations to interview will be offered based upon a review of application materials, cumulative GPA verification, and conduct record review. Interviews will be held **April 3-6, 2018**. You will be contacted to schedule an interview. Attire will be business casual.

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**GENERAL JOB DESCRIPTION**

New for the 2017 – 2018 academic year, the Wave Leaders replace the former Orientation Coordinator (OC) position and support the orientation and transition of new students throughout New Student Orientation (NSO) and Fall Welcome. Wave Leaders are assigned to specific residence halls and serve as small group leaders throughout orientation and the first few weeks of the fall semester, and as new students’ “anchors” on campus throughout their first year. Wave Leaders work closely with incoming
students to familiarize them with life at Tulane and offer guidance and support throughout their transition to college. The position is volunteer but Wave Leaders enjoy the perks of early move-in to the residence halls, an overnight training retreat, access to special events, and free swag.

Expectations:
- Serve as a positive role model and mentor for incoming students
- Abide by the Code of Student Conduct and remain in good standing with the University
- Assist new students through their transition into the University during the first three weeks of the fall semester
- Display enthusiasm and encourage new students to get involved and attend New Student Orientation and Fall Welcome programs
- Possess knowledge of campus resources and good communication skills to facilitate small group discussions
- Be reliable, responsible, confident, dependable, flexible, and able to manage time well

Qualifications:
- Good academic standing with at least a 2.50 cumulative GPA
- Good conduct standing (prior to and throughout the duration of the position)
- Diverse involvement and experience at Tulane University
- Strong desire to work with students, family members, faculty, and staff
- Strong communication skills
- An understanding of and appreciation for students from various backgrounds and identities
- Maturity, strong work ethic and organizational skills, team-player approach, and problem-solving abilities

Wave Leaders will also be expected to remain in contact with new students throughout the first three weeks of the fall semester through the following opportunities:
- Participation in Resident Advisor floor programs or visiting with students in their residence hall
- Inviting students to a meal on campus (for Wave Leaders with a meal plan)
- Encouraging students to attend additional Fall Welcome programs in the second and third week of the fall semester and accompanying students to those events
- Reaching out to new students through face-to-face contact, technology, or social media to check-in and provide additional support to new students throughout the first three weeks

The New Student Orientation and Fall Welcome schedules are currently being developed and times and additional events will be announced during training in August and via email throughout the summer. Please note that due to the timing and position responsibilities, Wave Leaders will not be able to also hold a position as a Resident Advisor and may not study abroad in the Fall 2018 semester. Wave Leaders are able to hold a position as a TIDES Peer Mentor. Wave Leaders may serve in other leadership roles on campus pending those roles do not conflict with the mandatory training and program schedule in April, August, and September 2018.

COMPENSATION
The Wave Leader position is an unpaid position. Benefits include early arrival move-in access into the residence halls, participation in an overnight retreat, meals during training and New Student Orientation, apparel and merchandise.

Thank you for your interest in the Wave Leader position.
We look forward to receiving your application soon!