The Board of Directors is a co-curricular, student leadership role designed to enhance the undergraduate student experience and support the orientation, transition, and retention of new students. Students selected to serve in the role develop skills in team dynamics, communications, project and event management, and hone their interpersonal skills.

APPLICATION PROCESS & TIMELINE

To apply for a position within the Board of Directors, students are required to attend one information session either in person or via the virtual information session available on the New Student & Leadership Programs OrgSync page.

To apply for one of EIGHT 2019 Board of Directors positions, candidates must complete the following steps:

1. Review the position description and responsibilities below.
2. Submit the OrgSync application by 11:59 pm on November 4, 2018. Applicants are required to attend an information session prior to applying. If students are unable to attend an in-person information session, they may view the virtual information session on the New Student & Leadership Programs OrgSync page.
3. Invitations to interview will be extended based upon a review of the written application. Interviews will be held November 14 – 15, 2018. You will be contacted to schedule an interview between 9:00am and 4:30pm.
4. Interviews will last 30 minutes. Attire will be business casual.

Qualifications

- Candidates must be a current sophomore or junior Tulane student. First-year students are not eligible to apply.
- Good academic & conduct standing prior to and throughout the duration of the position (a minimum of a 2.50 cumulative GPA is required)
- Diverse involvement and leadership experience at Tulane University
- Strong desire to work with students, family members, faculty, and staff
- Excellent communication skills and attention to detail
- Ability to recognize, motivate, and supervise peers
- An understanding of and appreciation for students from all backgrounds and social identities
- Maturity, strong work ethic and organizational skills, team-player approach, and problem-solving abilities

Eligibility

- Students abroad for Fall 2018 are eligible to apply if they are back on campus for the Spring 2019 semester.
- Students who are studying abroad for Summer 2019 are eligible to apply if the study abroad program does not interfere with the required dates below.
- Students studying abroad in Fall 2019 are eligible to apply if they will be on campus through September 8, 2019.
- Students who are studying abroad for Spring 2019 are not eligible to apply.
- First-year students are not eligible to apply for the Board of Directors. First-year students are encouraged to apply to serve as Wave Leaders. Wave Leader applications will open in February 2019.
Due to the timing and position responsibilities, Board of Directors will not be able to also hold a position as a 2019-2020 Resident Advisor or student athlete (with fall practice or competition conflicts). Board of Directors may serve in other leadership roles on campus pending discussion with supervisors.

DESCRIPTION
The Board of Directors support the learning and development of first-year students in contributing to students’ orientation and transition to the Tulane community. Board of Directors collaborate closely with professional staff to plan and execute New Student Orientation (NSO). As a team of student leaders, the Board of Directors oversee the recruitment, selection, training, development, and supervision of 100 Wave Leaders. A total of 8 Directors will be selected. Directors will each be responsible for planning and implementing a specific NSO event and sit on various orientation committees with professional staff. This is a highly selective leadership position with a stipend that requires students to demonstrate exceptional work ethic, supervision ability, and a blend of high-energy leadership, problem solving abilities, diverse involvement, and detail-oriented performance.

LEARNING & DEVELOPMENT OUTCOMES
As a result of serving in this role, each Director will:
- Create and implement a strategic marketing plan and oversee outreach to recruit 300+ Wave Leader applications
- Review and score Wave Leader applications
- Coordinate and execute interview processes and collaborate with NSLP Staff on the selection of 100+ Wave Leaders
- Directly supervise ~15 Wave Leaders with jurisdiction over at least one first-year residence hall
- Plan and execute one all-class New Student Orientation event for approximately 2,000 attendees
- Engage in biweekly professional development meetings under the mentorship of two NSLP professional staff
- Aid in coordinating, planning, and developing curriculum for April Wave Leader Training, Wave Leader Retreat in August, and Wave Leader training in August before NSO
- Serve as an event manager during Wave Leader Retreat (ensuring the schedule runs accordingly, communicating event information to Wave Leaders, presenting during portions of training, identifying and upholding retreat expectations, troubleshooting/crisis management as needed)

EVENT MANAGEMENT
Each Director will work with NSLP professional staff to plan one New Student Orientation event. On the application, applicants will be asked to indicate up to three events that they are passionate about coordinating.

Events
- Welcome to the Wave
- First Fest
- New all-class affinity-building program (to replace a Night in Yulman Stadium)
- Diversity & Inclusion Program
- Educational Rotations (The Hook-up, Living Well at TU, Safety/Security & Support)
- The Piece Project

COMMITTEE MEMBERSHIP
Each Director will serve on one New Student Orientation workgroup or committee to represent student perspective to our campus partners.

- Welcome to the Wave Committee
- Diversity & Inclusion Committee
- The Piece Project Committee
- Campus Health Committee (Title IX, Live Well at TU, and The Hook Up)
SPRING & SUMMER 2019 SCHEDULE:
All times and events listed below are mandatory requirements. Any conflicts with the dates below need to be discussed with NSLP PRIOR to accepting the Board of Director position.
*Note: Each Director will only need to attend one Wave Leader information session.

January 30  BOD Meeting (4:00 pm – 5:30 pm in LBC 208)
February 2  BOD Retreat (9:00 am – 7:00 pm) @ TBD
February 6  Wave Leader Info Session 1* (5:00 – 5:30 pm in Race)
February 13 BOD Meeting (4:00 pm – 5:30 pm in LBC 208)
February 13 Wave Leader Info Session 2* (5:00 – 5:30 pm in Race)
February 19 Wave Leader Info Session 3* (4:00 – 4:30 pm in Race)
February 21 Wave Leader Info Session 4* (4:00 – 4:30 pm in Race)
February 27 BOD Meeting (4:00 pm – 5:30 pm in LBC 208)
March 12-15 Wave Leader Interviews (9am – 4:30 pm, LBC 208, 209, 210, 211) You’ll sign up for shifts when you’re available, but we ask you to sign up for as many shifts as possible.
March 13  BOD Meeting (4:00 pm – 5:30 pm in LBC 202)
March 22  Wave Leader Notifications
March 27  BOD Meeting (4:00 pm – 5:30 pm in LBC 208)
April 10  BOD Meeting (4:00 pm – 5:30 pm in LBC 208)
April 15  All Wave Leader & Board of Directors training (5:30 pm – 8 pm, Kendall Cram)
April 24  BOD Meeting (4:00 pm – 5:30 pm) in LBC 208
August 11 BODs back in Nola NSLP will pay for early move-in if you are living on campus
August 12-15 Board of Directors Preparation & Training (9 am – 9 pm)
August 15  Wave Leaders return to campus
August 16-17 Wave Leader Retreat (overnight retreat)
August 18  SELF CARE DAY!
August 19-20 Wave Leader Training (9 am – 9 pm)
August 21  Move-In Day
August 21-25 New Student Orientation (all day, every day)
August 26 – Sept. 8 Assist with implementation of Fall Welcome
Sept. TBA Final Wrap-Up Meetings with Program Coordinators of NSLP
Sept. TBA Board of Directors Appreciation Dinner

While every effort has been made to secure these dates in advance, additional trainings or changes in dates that pose conflicts can be discussed with the Program Coordinators for New Student & Leadership Programs.

COMPENSATION
Board of Directors will be compensated with a $1,000 stipend in two installments of $500 for their leadership role during the implementation of Wave Leader Training, New Student Orientation, and Fall Welcome in August and September. Board of Directors also receive additional meals and branded clothing required for event staffing.

$1,000 Total stipend paid in two installments of $500 (Late August TBA and September TBA). Stipends will be received via direct deposit. Students will need to complete all payroll forms and submit necessary ID documentation if they are not already in the payroll system. NOTICE: The stipend will be taxed according to regular Student Payroll policies. Exact dates will be determined in accordance with the Payroll calendar in 2019.

$200 Wave Bucks applied to Board of Directors cards in mid-August for meals during training and NSO (taxable income)

Thank you for your interest in the New Student & Leadership Programs Board of Directors. We look forward to reviewing your application!