It’s here. It’s real. It’s amazing
Summer Leadership 2010

Information Packet for 2010 Summer Leadership Opportunities

Applications for new applicants are due by 4 p.m Thursday, January 28, 2010.

Applications for returning applicants are due by 4 p.m Thursday, January 21, 2010.

Applications can be obtained by visiting www.bu.edu/orientation
**STEP 1**
This Summer Leadership Information Packet informs you about positions available in the Community Service Center (CSC) and Orientation.

**STEP 2**
When you complete the application, please rank the positions in the order you are most interested. Please respond to the questions on the application corresponding to your first choice.

**STEP 3**
The following documents are required for your Summer Leadership application to be considered complete:
1. Application Questions
2. Cover Letter
3. Resume
4. Transcript (unofficial)
5. Recommendation Letter (required for second round interviews only)

**STEP 4**
You must **hand deliver** your application to Orientation by **4 p.m. on Thursday, January 28, 2010.** If you are a returning applicant, hand deliver your application to Orientation by Thursday, January 21, 2010.

**STEP 5**
Please **sign up for a group interview** based on your number one choice. Following the group interview, each applicant will be notified about a second interview for specific positions.

The second interview is an individual interview with at least two staff members. A letter of recommendation is required for the second round interview.

The selection committee will consider every applicant individually and evaluate both interviews before offering a position to an applicant. Offer letters will be available by March 3, 2010.

Please note the selection committee may offer you a position that is not your first choice, but that the committee believes better suits your qualifications.

Details about responsibilities, requirements, and compensation by position are located on the following pages.

**Community Service Center**
- **FYSOP Coordinator**
- **Program Assistant**

**Orientation**
- **Student Advisor**
- **Program Advisor**
- **Community Advisor**
- **Undergraduate Coordinator of Programs**
QUALIFICATIONS FOR ALL APPLICANTS

To apply for any leadership position:

✓ You must be in good academic, disciplinary, and financial standing with the University. While there is no formal GPA cutoff, high academic standing is expected. No one may hold a position while on academic probation.

✓ You must display strong interpersonal communication and leadership skills, as well as the potential to develop these skills throughout the program.

✓ You must be able to attend all staff training sessions and program dates including those in spring, summer, and fall.

✓ You must be returning to Boston University for the 2010-2011 academic year. You may go abroad in the fall semester.

✓ You must have a positive attitude and enthusiasm for Boston University and civic responsibility.

✓ Certain positions require a particular class standing. See chart below.

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*One Student Advisor for School of Visual Arts, School of Music, & School of Theater: (1) Acting and (1) Production

Boston University prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, sexual orientation, physical or mental handicap, or marital, parental, or veteran status. This policy extends to all rights, privileges, programs, and activities, including admissions, financial assistance, employment, housing, athletics, and educational programs. Boston University recognizes that nondiscrimination does not ensure that equal opportunity is a reality. Because of this, the University will continue to implement affirmative action initiatives which promote equal opportunity for all students, applicants, and employee, and employees. Inquiries regarding the application of this policy should be addressed to the Office of the Provost.
FIRST-YEAR STUDENT OUTREACH PROJECT COORDINATOR

FUNCTION
To serve as a member of the Community Service Center (CSC) staff and to plan and implement the First-Year Student Outreach Project (FYSOP) in accordance with the goals of the CSC.

REPORTS TO
Community Service Center
Office of the Dean of Students

RESPONSIBILITIES
1. FYSOP Coordinators (FYCOs) are responsible for the planning and implementation of FYSOP, a program for first-year students who come to campus a week prior to the start of school to complete community service in the greater Boston area. FYCOs serve as a liaison between the CSC and incoming students and their parents as well as between the CSC and community organizations. This includes answering questions, processing applications, and coordinating logistics.

2. FYCOs must attend all training sessions and FYSOP programs and activities.

3. FYCOs work 20 hours per week from June 7 - June 25, 2010, 30 hours per week from June 28 - July 30, 2010, and 35 hours per week from August 2 - 30, 2010. FYCOs will schedule office hours in the CSC Monday-Friday between the hours of 9 a.m. to 5 p.m. with 10 days of vacation.

* Additional hours are worked during Orientation Sessions and FYSOP activities.

4. FYCOs will also serve on a Project Committee. Each committee creates and implements program wide activities.

PROJECT COMMITTEES
Registration, Goods & Services, Public Relations

5. FYCOs are responsible for the recruitment and hiring of FYSOP Staff Leaders. This includes staff interviews and selection during the Spring 2010 semester.

6. FYCOs are responsible for the recruitment of FYSOP Volunteer participants. This includes promotion of FYSOP at University Orientation Sessions and participation in the After-Skit activities on Thursday evenings of each session. Also, participation in “Phone-a-Thon” for accepted volunteers.

UNIVERSITY ORIENTATION 2010 DATES

Session 1: June 9-11
Session 2: June 16-18
Session 3: June 23-25
Session 4: July 7-9
Session 5: July 14-16
Session 6: July 21-23
Session 7: July 28-July 30

5. FYCOs are responsible for completing their project committee and issue area binders and year-end evaluations following the week of FYSOP and during Fall 2010.

FYCOs will also serve on a Project Committee. Each committee creates and implements program wide activities.

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COMPENSATION

* In addition to housing from Monday, May 17 to Sunday, August 22, 2010.
Training during May 18- June 4, 2010 $400*
12 weeks total: $2,400-$2,800**
   June 7-25 20 hours/week at $8/hour 3 weeks
   June 28-July 30 30 hours/week at $8/hour 5 weeks
   August 2-30 35 hours/week at $8/hour 4 weeks
* Subject to change

** FYCOs are eligible 10 days unpaid vacation which may be taken ONLY during the months of June and July.

DATES OF EMPLOYMENT

Monday, May 17 - Monday, August 30, 2010
FYCOs work 20-35 hours/week from June 7 - August 29, 2010
   20 hours/week until June 25, 2010
   30 hours/week until July 30, 2010
   35 hours/week until August 29, 2010
* Additional hours are worked during FYSOP staff hiring and training as well as the week of FYSOP in exchange for summer housing.

TRAINING SESSIONS

March 20-21, 2010  Weekend Retreat  Off-Campus
April 11, 2010  Public Speaking Training Session  6 - 9 p.m.
May 18- June 4, 2010  Summer Training  9 a.m. - 5 p.m.

ADDITIONAL COMMITMENTS

DATES 2010 TBD  Staff Interviews  (Scheduling & assignments will occur at Weekend Retreat)
April 11, 2010  Staff Selection Day  7 a.m. - 6 p.m.
DATES 2010 TBD  FYSOP Staff Meet & Greet  TBA
DATES 2010 TBD  FYSOP Coordinator Phone-A-Thon  TBA

HELPFUL HINTS FOR FYSOP COORDINATORS:

FYSOP Coordinators have been able to hold part-time jobs in addition to the responsibilities of this position. These outside commitments must not interfere with any of the obligations listed above.

It is not possible for FYSOP Coordinators to register for Summer Session II classes due to conflicts with training and FYSOP commitments.

FYSOP Coordinators can take up to 10 unpaid vacation days in June and July.

Meals will be provided during training and the week of FYSOP.
CSC Program Assistant (2 Positions)

PROGRAM ASSISTANT

FUNCTION
To serve as a member of the Community Service Center (CSC) Staff, to assist the FYSOP Program Manager in projects as assigned, and to maintain the programs of the CSC.

REPORTS TO
Community Service Center
Office of the Dean of Students

RESPONSIBILITIES

1. Program Assistants (PAs) serve as liaison between the CSC and incoming students and their parents, as well as between the CSC and community organizations. This includes fielding questions, promoting CSC programs, and coordinating fall events and activities.

2. PAs must attend all trainings, including spring training, public speaking training, and office training.

3. PAs work 20 hours/week from June 7 - August 30, 2010. PAs will schedule office hours in the CSC Monday-Friday between the hours of 9 a.m. - 5 p.m. *Additional hours are worked during Orientation Sessions and FYSOP activities.

4. PAs are responsible for the promotion of CSC programs at Orientation Sessions.

5. PAs are responsible for training incoming CSC Program Managers, assisting the Orientation and Student Activities Office during orientation sessions, and performing projects as assigned by CSC staff.

6. Throughout the summer, PAs will assist the FYSOP project committees. This includes processing applications, mailing confirmation packets, and being able to respond to questions regarding the project and the University.

7. Community Service Center Program Assistants are able to participate as FYSOP Staff if they so chose and are selected.

FYSOP 2009 DATES
Staff Arrive: Wednesday, August 18
Volunteers Arrive: Monday, August 23
Education Day: Tuesday, August 24
Site Days: Wednesday, August 25 - Friday, August 27

UNIVERSITY ORIENTATION 2010 DATES
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Session 2: June 16-18
Session 3: June 23-25
Session 4: July 7-9
Session 5: July 14-16
Session 6: July 21-23
Session 7: July 28-July 30

p. 5
**COMPENSATION**

*In addition to housing from Monday, May 17 to Sunday, August 22, 2010.*

- Training May 18-June 4, 2010: $400*
- 12 weeks at 20 hours/week at $8/hour: $1600-1920**
  
  *subject to change

  **variation depends upon vacation time taken.

**DATES OF EMPLOYMENT**

- May 17 - August 30, 2010
  
  * Additional hours are worked during Orientation Sessions and FYSOP in exchange for summer housing.
  ** PAs have 2 weeks unpaid vacation.

**TRAINING SESSIONS**

- March 20-21, 2010: Weekend Retreat Off-Campus
- April 11, 2010: Public Speaking Training Session 6 - 9 p.m.
  
  During April: Meet with Program Manager about Development, Public Relations, and Community Relations TBA

**HELPFUL HINTS FOR CSC PROGRAM ASSISTANT**:

In the past, CSC Program Assistants have been able to hold part-time jobs and take classes in addition to the responsibilities of this position. These outside commitments must not interfere with any of the obligations listed above.

Program Assistants can take up to 10 unpaid vacation days in June and July.

Program Assistants will be provided meals during training and FYSOP.
PROGRAM ADVISOR

FUNCTION
To serve as a member of the Orientation Staff and to facilitate the objectives of the Orientation programs.

REPORTS TO  Orientation Office of the Dean of Students

RESPONSIBILITIES
1. Program Advisors (PAs) are responsible for planning and implementing the Orientation programs. A PA serves as a liaison between Orientation and incoming students and their parents; as well as between the Orientation and Academic Advising Offices at designated schools/colleges of the University. This includes fielding questions, processing reservation forms, and mailing confirmation packets. The position requires excellent communication, organizational, and computer skills.

2. PAs must attend all Orientation training programs.

3. PAs work 8-hour shifts between the hours of 8 a.m. - 6 p.m., Monday through Friday. *Additional hours are worked during Sessions 1-8 (Wednesdays and Thursdays) and during School Opening.

4. Throughout each Orientation session, PAs are responsible for all of the programs involved in Parent, Sibling, and Student Orientations. This includes answering questions regarding the program and the University.

5. During the Orientation sessions, PAs must be available to work: 3-4 Wednesday evenings 5-9 p.m., taking parents to dinner, 5-6 Thursday evenings 8 p.m.-1 a.m., at the skit or hosting the parent reception.

6. During Wednesday afternoons, PAs are able to apply to participate in the Common Ground program. This includes leading a group of students through Boston and performing teambuilding exercises (see pg. 9).

SPECIALIZED POSITIONS

In addition to the Program Advisor (PA) position, applicants may consider our PA specific positions. The additional job descriptions follow.

**Siblings Coordinator**
The Siblings Coordinator designs and implements the Siblings Orientation Program for children ages 5-12. This includes: organizing activities for the siblings to participate in while their parents are attending Parent Orientation. As a coordinator you will assign tasks to the team.

**Fall Programmer**
The Fall Programmer coordinates events for School Opening, including: Orientation for International Students, Matriculation, Parents Convocation, and Parents Weekend. The Programmer must be present for all school opening events, and able to coordinate these large-scale projects with other participating offices.

**Parent Contact**
The Parent Contact serves as a Resident Assistant in the parent residence during the University Orientation program. This person is also a liaison between Orientation and the Conference Services, and is expected to work every Wednesday and Thursday night during Orientation Sessions 1-7.

**Photographer**
The Photographer is responsible for pictures taken at each session. The Photographer also compiles pictures to provide a show for opening, closing, as well as, our website.

**Videographer**
The Videographer is responsible for video taken at each session for opening and closing program as well as, our website.

**Skit Director**
The Director must be present to facilitate all sketch comedy writing meetings held during April and May, as well as all auditions and rehearsals held in June. The Director must be present for all set-up, warm-up meetings, performances, and breakdowns during every Orientation session. The script for the skit is due April 27, 2010

**Additional Dates for Director**
Evening Sketch Comedy Rehearsals
May 18 – June 4
6 - 9 p.m.
DATES OF EMPLOYMENT
Wednesday, May 12 - Wednesday, September 1, 2010
Each Program Advisor works a minimum of 35 hours per week from May 12 - September 1 from 8 a.m. - 6 p.m.
*Parent Contact, Photographer, and Videographer work a minimum of 40 hours per week from May 12 - September 1, 2010
Additional hours are worked during Orientation Sessions and School Opening programs in exchange for summer housing.

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Please note that earnings are subject to federal and state income taxes.

HELPFUL HINTS FOR ORIENTATION PROGRAM ADVISOR:
Program Advisors can take up to 10 unpaid vacation days in August.
Program Advisors will be provided meals during training and University Orientation Sessions.
It is expected that your first priority is your responsibility to Orientation.
STUDENT ADVISOR

FUNCTION
To serve as a member of the Orientation Staff and to facilitate the objectives of the Orientation programs.

REPORTS TO
Orientation
Academic Advising Office of Respective School or College

RESPONSIBILITIES
1. Serve as a Student Advisor to a group of approximately 15 - 18 incoming students at each session. This includes activities such as:
   • conducting small group meetings and discussions with students and family members
   • acting in the capacity of a Resident Assistant during each of the assigned sessions
   • attending scheduled activities with students for your School/College
   • answering questions about the resources and services of Boston University
   • understanding and explaining the academic policies and requirements of your School/College
   • fostering an environment to help students develop an identity as BU community members

2. Attend all training programs offered by Orientation and your School/College.

3. Work all session dates for your School/College as well as extra duty sessions.

4. Assist staff and faculty advisors in providing an efficient and personalized method of course selection, registration, and academic advising for incoming students.

5. Write postcards to each of your students at the end of each session.

6. Participate in the “Connect-A-Thon” which involves contacting incoming students.

7. Preparation, rehearsal, and presentation of a sketch comedy to be performed at each session. This is required for all Student Advisors in CAS, CGS, COM, ENG, SAR, and SMG. Student Advisors from other schools have the option of participating in the sketch comedy for an additional stipend. If they choose to participate, they must participate in the sketch comedy for all sessions (1-8).

8. Serve as a Resident Assistant for two “extra night stays” during Sessions 1-7; the Tuesday, Friday, or Saturday of Session.

9. Student Advisors are also expected to work during the following programs (see dates on p. 10):
   • Orientation for International Students (Session 8)
   • Parents Convocation
   • Matriculation Ceremony
   • Winter Orientation 2011

ADDITIONAL OPPORTUNITIES

Common Ground Program
Common Ground is a program introducing first-year students to both the community at Boston University and the City of Boston. Students travel with a Student Leader around Boston and will be given clues and global positioning systems (GPS) to guide them. Each site requires a new challenge that will enhance the students’ awareness of themselves and the similarities they share with their fellow group members. The program operates each Wednesday rain or shine.

Student Leaders will work closely with representatives from the Sargent Center for Outdoor Education to learn how to facilitate the program. Additional training will be required for interested Student Advisors.

Student Leaders will be required to arrive at 9 a.m. before each University Orientation session.
ADDITIONAL QUALIFICATIONS
You must currently be a sophomore or junior in the school for which you are applying:
CAS, CGS*, COM, CFA, ENG, SAR, SED, SEP*, SHA, SMG only.

Transfer students, including intra-University transfers, must have completed one full semester in one of the aforementioned schools or colleges before applying to be an SA for that school. In addition, you may not be an SA if you are transferring out of your current school or college.

*CGS & SEP alumni may apply to be an SA for CGS, SEP, or their current school or college.

DATES OF EMPLOYMENT
Tuesday, May 18 – Wednesday, September 1, 2010

TRAINING SESSIONS
March 20-21, 2010
Weekend Retreat
Off-Campus
April 11, 2010
Public Speaking Training Session
6 - 9 p.m.
May 18- June 4, 2010
Summer Training
9 a.m. - 5 p.m.
May 18- June 4, 2010
Evening Sketch Comedy Rehearsals
6 - 9 p.m.
May 29, 2010
Saturday Training
9 a.m. - 5 p.m.
August 18, 2010
Refresher Training
1 - 5 p.m.

ADDITIONAL COMMITMENTS:
August 25-28, 2010
Orientation for International Students
Session 8
August 29-September 1, 2010
School Opening; Parent’s Convocation
Times TBA
& Matriculation
January 2011
Winter Orientation 2011
Times TBA

HELPFUL HINTS FOR STUDENT ADVISORS:
Student Advisors in the past have been able to hold part-time jobs in addition to the responsibilities of this position. These outside commitments must not interfere with any of the obligations listed below.

It is not advisable for Student Advisors to register for Summer Session I classes due to conflicts with training and orientation sessions.

Student Advisors take vacation during the first few weeks of August.

Meals will be provided during training and University Orientation Sessions.

During an Orientation Session, you will be working from 9 a.m. on Wednesday until 3 p.m. on Friday.

It is expected that your first priority is your responsibility to Orientation.
The following is a checklist which demonstrates the time commitments for the position of Student Advisor, as well as, the compensation for each School and College.

### Training

Student Advisors will be compensated $600 for participating for ALL trainings in April and May.

*CAS Student Advisors will receive an additional payment of $8.00 per hour of training for extended academic training.

**CAS Academic Training (for CAS SAs only): May 12th - 14th**

### Academic Sessions

Student Advisors will be compensated $400 for each session your school/college hosts.

### Non-Academic Sessions

Some schools/colleges have limited academic orientation session due to the size of the school/college. To allow all Student Advisors an opportunity to earn comparable salaries, some SAs are required to work during non-academic sessions. During sessions, SAs will support and participate in aspects of parents and sibling orientation programs. SAs will be compensated $400 for each non-academic session. Please note SAs may opt to work more additional non-academic sessions than required.

### Skit

Some Student Advisors are required to participate in the skit. All SAs are welcome to participate in the skit. If you choose to participate, you must attend every rehearsal and performance. Student Advisors will be compensated $400 for skit participation for the entire summer.

### School Opening

Student Advisors will be compensated $8/hour for participation in:
- Extra hours during Orientation for International Students (Session 8)
- Parents Convocation
- Matriculation

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Please note that earnings are subject to federal and state income taxes.

*The SHA SA will host the Metropolitan College Session*
COMMUNITY ADVISOR

FUNCTION

To serve as a member of the Orientation Staff and to facilitate the objectives of the Orientation programs.

REPORTS TO

Orientation
Office of the Dean of Students

RESPONSIBILITIES

1. Community Advisors are responsible for facilitating the Common Ground and Siblings programs during University Orientation.

2. Attend all training programs offered by Orientation.

3. Work all session dates as well as school opening events.

4. Throughout each Orientation session, CAs are responsible for all programs involved in Parent, Student, and Sibling Orientations. This includes answering questions regarding the program and the University.

5. Wednesday afternoons, CAs will participate in the Common Ground program. This includes leading a group of students through Boston and performing community building activities.

6. Wednesday and Thursday evenings, CAs will escort parents of incoming students to different locations in the Boston area.

7. CAs will lead the Siblings Orientation Program for children ages 5-12 on Thursdays and Fridays during session. The Siblings Orientation Program is for the siblings of incoming students to participate in while their parents attend Parent Orientation. Activities may include actively communicating and participating in games, as well as, tours of campus.

8. CAs are also expected to work during the following school opening programs:
   - Orientation for International Students (Session 8)
   - Parents Convocation
   - Matriculation Ceremony
   - Winter Orientation 2011

COMMON GROUND PROGRAM

Common Ground is a program introducing first-year students to both the community at Boston University and the City of Boston. Students travel with a Student Leader around Boston and will be given clues and global positioning systems (GPS) to guide them. Each site requires a new challenge that will enhance the students’ awareness of themselves and the similarities they share with their fellow group members. The program operates each Wednesday rain or shine.

Student Leaders will work closely with representatives from the Sargent Center for Outdoor Education to learn how to facilitate the program. Additional training will be required for interested Student Advisors.

Student Leaders will be required to arrive at 9 a.m. before each University Orientation session.
DATES OF EMPLOYMENT

Tuesday, May 18 – Wednesday, September 1, 2010

TRAINING SESSIONS

- March 20-21, 2010
- April 11, 2010
- May 18 - June 4, 2010
- May 29, 2010
- August 18, 2010

Weekend Retreat
Public Speaking Training Session
Summer Training
Saturday Training
Refresher Training

Off-Campus
6 - 9 p.m.
9 a.m. - 5 p.m.
9 a.m. - 5 p.m.
1 - 5 p.m.

ADDITIONAL COMMITMENTS:

- August 25-28, 2010
- August 29 - September 1, 2010
- January 2011

Orientation for International Students
Fall Welcome: Parents’ Convocation & Matriculation
Winter Orientation 2011

Session 8
Times TBA
Times TBA

COMPENSATION

Community Advisors will be compensated $400 for each University Orientation session.
Community Advisors will be compensated $600 for participating for ALL trainings in April and May.

SCHOOL OPENING

Community Advisors will be compensated $8/hour for participation in:
- Extra hours during Orientation for International Students (Session 8)
- Parents Convocation
- Matriculation

The following is a checklist which demonstrates the time commitments for the position of Community Advisor, as well as the compensation for each session.

The following is a checklist which demonstrates the time commitments for the position of Community Advisor, as well as the compensation for each session.

UNIVERSITY ORIENTATION SESSIONS

| COMMUNITY ADVISOR | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|-------------------|---|---|---|---|---|---|---|---|---|---|
| TOTAL COMPENSATION | $3800 |

HELPFUL HINTS FOR COMMUNITY ADVISORS:

Community Advisors should be able to hold part-time jobs in addition to the responsibilities of this position. These outside commitments must not interfere with any of the obligations listed below.

It is not advisable for Community Advisors to register for Summer Session I classes due to conflicts with training and orientation sessions.

Community Advisors take vacation during the first few weeks of August.

Meals will be provided during training and University Orientation Sessions.

During an Orientation Session, you will be working from 9 a.m. on Wednesday until 3 p.m. on Friday.

It is expected that your first priority is your responsibility to Orientation.