Application Guidelines

**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. Resume
3. Transcript (unofficial)
4. Spring Semester Schedule Graph
5. Three References
6. Recommendation Letter (required for second round interviews only)

**STEP 4**
You must hand deliver your application to Orientation by 4 p.m. on Wednesday, January 26, 2011. If you are a returning applicant, hand deliver your application to Orientation by Thursday, January 20, 2011.

**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, 2011.

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.

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**COMMUNITY SERVICE CENTER**

**FYSOP Coordinator**
-20 positions available
**Program Assistant**
-2 positions available

The Community Service Center provides volunteer opportunities for students that serve as vehicles for empowerment, growth, and leadership. It also encourages active and responsible membership in the community. The CSC broadens the scope of the educational experience through service and reflection.

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**ORIENTATION**

**Student Advisor**
-48 positions available
**Program Advisor**
-15 positions available
**Community Advisor**
-4 positions available

Orientation staff welcomes incoming students and their families to the Boston University community and assists with their transition. Orientation helps new students with the mechanisms of registering for classes, and showcases many services and programs offered by the University. Orientation also offers families the opportunity to learn more about their students’ new home by meeting with University representatives, academic advisors, and returning students.
Position Qualifications

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 2011-2012 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.

*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 employees. Inquiries regarding the application of this policy should be addressed to the Office of the Provost.
CSC FYSOp Coordinator (20 Positions)

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. 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 6-July 1, 2011, 30 hours per week from July 4-July 29, 2011, and 35 hours per week from August 1-September 5, 2011. 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 unpaid vacation.

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

   FYSOp 2011 DATES
   Staff Arrive:
   Wednesday, August 24
   Volunteers Arrive:
   Monday, August 29
   Education Day:
   Tuesday, August 30
   Site Days:
   Wednesday, August 31 - Friday, September 2

4. FYCOs will be paired together and assigned an Issue Area by the FYSOp Program Manager. Working together, the Coordinators will create a comprehensive educational packet, plan an eight hour day of education (including speakers), and coordinate three days of service (including reflection) for every participant in their Issue Area.

   FYSOp Issue Areas
   Children  HIV/AIDS
   Disability  Homelessness and Housing
   Elders  Human Rights
   Environment  Hunger
   Gender Focus  Urban Renewal

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

   PROJECT COMMITTEES
   Registration, Goods & Services, Public Relations

6. FYCOs are responsible for the recruitment and hiring of FYSOp Staff Leaders. This includes staff interviews and selection during the Spring 2011 semester.

7. 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 2011 DATES
   Session 1: June 8 - 10
   Session 2: June 15 - 17
   Session 3: June 22 - 24
   Session 4: June 29 - July 1
   Session 5: July 13 - 15
   Session 6: July 20 - 22
   Session 7: July 27 - July 29

8. FYCOs are responsible for completing their project committee & issue area binders and year-end evaluations following the week of FYSOp and during Fall 2011.
CSC FYSOP Coordinator

COMPENSATION
- In addition to housing from Monday, May 23 - Sunday, August 28, 2011.
- Training during May 24 - June 3, 2011........$400*
- 12 weeks total.................................$2,400-$2,800**
  - June 6 - July 1 ..............................20 hours/week at $8/hour for 4 weeks
  - July 4 - July 29 ..............................30 hours/week at $8/hour for 4 weeks
  - August 1 - September 5..................35 hours/week at $8/hour for 5 weeks
*Subject to change
**Variation depends upon vacation time taken.

DATES OF EMPLOYMENT
Monday, May 24 - Monday, September 5, 2011
FYCOs work 20-35 hours/week from June 6 - September 5, 2011
  - 20 hours/week until July 1, 2011
  - 30 hours/week until July 29, 2011
  - 35 hours/week until September 5, 2011
* Additional hours are worked during FYSOP staff hiring and training as well as the week of FYSOP in exchange for summer housing.
** FYCOs are eligible 10 days unpaid vacation which may be taken ONLY during the months of June and July.

TRAINING SESSIONS
March 26 - 27, 2011.....................................Weekend Retreat
April 9, 2011..............................................Public Speaking Training Session
May 24 - June 9, 2011.................................Summer Training
March 26 - 27, 2011.................................Off-Campus
April 9, 2011..............................................6 - 9 p.m.
May 24 - June 9, 2011.................................9 a.m. - 5 p.m.

ADDITIONAL COMMITMENTS
DATES 2011 TBD: Staff Interviews (Scheduling & assignments will occur at Weekend Retreat)
April 9, 2011: Staff Selection Day.................................7 a.m. - 6 p.m.
DATES 2011 TBD: FYSOP Staff Meet & Greet
DATES 2011 TBD: FYSOP Coordinator Phone-A-Thon
DATES 2011 TBD: Complete outstanding paperwork and evaluations

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.

Housing is not provided by the CSC during the week of FYSOP. Students will be asked to move into their academic year housing assignments or, if off-campus, will need to find alternative housing.

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.

It is expected that your first priority is your responsibility to the Community Service Center.
CSC Program Assistant (2 positions)

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 6 - September 5, 2011. 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 Thursday night Orientation Sessions and FYSOP activities.

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

5. 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.

6. PAs are responsible for organizing CSC academic year programs, assisting the Orientation and Student Activities Office during Orientation sessions, and performing projects as assigned by CSC staff.

7. Community Service Center Program Assistants are able to participate as FYSOP Staff if they so choose and are selected, but should notify senior staff during the interview process.

FYSOP 2011 DATES
Staff Arrive:
Wednesday, August 24
Volunteers Arrive:
Monday, August 29
Education Day:
Tuesday, August 30
Site Days:
Wednesday, August 31 - Friday, September 2

UNIVERSITY ORIENTATION 2011 DATES
Session 1: June 8 - 10
Session 2: June 15 - 17
Session 3: June 22 - 24
Session 4: June 29 - July 1
Session 5: July 13 - 15
Session 6: July 20 - 22
Session 7: July 27 - July 29
CSC Program Assistant

COMPENSATION
In addition to housing from Monday, May 23 - Sunday, August 28, 2011.
Training during May 24 - June 3, 2011.................................................................$400
12 weeks total.....................................................................................................$1,600-1,920*
*Variation depends upon vacation time taken and whether student participates as FYSOP staff

DATES OF EMPLOYMENT
May 23 - September 5, 2011
* Additional hours are worked during Orientation Sessions and FYSOP in exchange for summer housing.
** PAs have 10 days of unpaid vacation (cannot be taken at the end of August)

TRAINING SESSIONS
March 26-27, 2011
Weekend Retreat
Public Speaking Training Session
May 24- June 9, 2011
Summer Training

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, July, and the beginning of August.

Housing is not provided by the CSC during the week of FYSOP. Students will be asked to move into their academic year housing assignments or, if off-campus, will need to find alternative housing.

Program Assistants will be provided meals during training and FYSOP.

It is expected that your first priority is your responsibility to the Community Service Center.
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/host: 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 box on page 9).

SPECIALIZED POSITIONS:

IN ADDITION to the basic 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.

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 create publications and 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, 2011

Additional Dates for Director:
Evening Sketch Comedy Rehearsals
May 24 – June 7 6 - 9 p.m.
**Orientation Program Advisor**

**COMPENSATION BREAKDOWN**
- In addition to housing from Monday, May 23 - Sunday, August 28, 2011.
- Training ................................................................. $264
- 13 weeks at 35 hrs a week $8 /hour.............................. $3640
- 13 weeks at 40 hrs a week $8 /hour.............................. $4160
*Variation depends upon vacation time taken.*

**DATES OF EMPLOYMENT**
*Wednesday, May 18 – Monday, September 5, 2011*
Each Program Advisor works a minimum of 35 hours per week from May 18 – September 5 from 8 a.m. - 6 p.m.
*Parent Contact, Photographer, and Videographer work a minimum of 40 hours per week from May 18 - September 5*
**Additional hours are worked during Orientation Sessions and School Opening programs in exchange for summer housing.**

**TRAINING SESSIONS**

<table>
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<tr>
<th>Date</th>
<th>Activity</th>
<th>Location</th>
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<tr>
<td>April 2011</td>
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<td>March 26 - 27, 2011</td>
<td>Weekend Retreat</td>
<td>Off-Campus</td>
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<tr>
<td>April 9, 2011</td>
<td>Public Speaking Training Session</td>
<td>6 - 9 p.m.</td>
</tr>
<tr>
<td>May 18 - 20, 2011</td>
<td>Office Training</td>
<td>9 a.m. - 5 p.m.</td>
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<tr>
<td>May 28, 2011</td>
<td>Saturday Training</td>
<td>9 a.m. - 5 p.m.</td>
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<tr>
<td>August 24, 2011</td>
<td>Refresher Training</td>
<td>1 - 5 p.m.</td>
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**ADDITIONAL COMMITMENTS**
*August 31 - September 2, 2011: Orientation for International Students (Session 8)*
*September 3 - 5, 2011: Parent’s Convocation & Matriculation*

**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.

**UNIVERSITY ORIENTATION SESSIONS**

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<tr>
<th>Date</th>
<th>Program Advisor</th>
<th>Parent Contact*</th>
<th>Siblings Coordinator</th>
<th>Skit Director</th>
<th>Photographer*</th>
<th>Videographer*</th>
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</table>

Please note that earnings are subject to federal and state income taxes.
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
Office of the Dean of Students

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 2012

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 BU Experiential 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.
**Orientation Student Advisor**

**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**
Wednesday, May 18 – Wednesday, September 5, 2011

**TRAINING SESSIONS**
- March 26 - 27, 2011
- April 9, 2011
- May 24 - June 3, 2011
- May 24 - June 7, 2011
- May 28, 2011
- August 24, 2011
- Weekend Retreat: Off-Campus
- Public Speaking Training Session: 6 - 9 p.m.
- Summer Training: 9 a.m. - 5 p.m.
- Evening Sketch Comedy Rehearsals: 6 - 9 p.m.
- Saturday Training: 9 a.m. - 5 p.m.
- Refresher Training: 1 - 5 p.m.

**ADDITIONAL COMMITMENTS:**
- August 31 - September 2, 2011: Orientation for International Students (Session 8)
- September 3 - 5, 2011: School Opening: Parent’s Convocation & Matriculation
- January 2012: Winter Orientation

**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.

**ACADEMIC ORIENTATION SESSIONS**

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</tbody>
</table>

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

**TRAINING**

Student Advisors will be compensated $400 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 18th - 20th*

**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 sessions. 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
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, Siblings and Parents 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 5-15 on Thursdays during session. The Siblings Orientation Program is for the siblings of incoming students to participate 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 2012

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

DATES OF EMPLOYMENT  
Wednesday, May 18 – Monday, September 5, 2011

TRAINING SESSIONS
March 26-27, 2011
April 9, 2011
May 24-June 3, 2011
May 28, 2011
August 24, 2011

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 31-September 2, 2011: Orientation for International Students (Session 8)
September 3-5, 2011: Fall Welcome: Parents’ Convocation & Matriculation
January 2012: Winter Orientation 2012

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

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.