

Welcome Weekend Assistant Job Description

Northwest University Welcome Weekend

Welcome Weekend Assistant (2 positions)

Job Overview

Welcome Weekend Assistants will serve as an integral part of the preparation and execution for fall and spring Welcome Weekend. They will work to provide leadership, programming, and support to the overall Welcome Weekend program, serving as a vital member of the Welcome Weekend Committee.

This role is primarily administrative and logistical work during the summer.

RESPONSIBILITIES

Logistics and Operational Support

- Assist in the design, planning, development and implementation of the fall and spring Welcome Weekend program
- Complete tasks and projects as assigned in preparation for the weekend
- Research and creatively think through new ideas for the Welcome Weekend program
- Assist in monitoring large purchases and working with a budget
- Serve on the Welcome Weekend Committee and Welcome Weekend Student Committee, providing feedback and input as necessary
- Serve as a point of contact for new students and guests
- Work collaboratively with campus departments and campus vendors to create a seamless program
- Participate and assist in Summer Orientation Advising and Registration (SOAR) sessions
- Perform other duties as assigned

Community Engagement

- Create and coordinate a new student engagement strategy consisting of summer connections between WWLs and students, social media, mini virtual events, etc.
- Build a social media engagement strategy for Welcome Weekend that encourages community, learning about campus and allows students to get to know one another more.
- Assist in the planning and execution of the social activities and events during Welcome Weekend

Leadership Training and Development

- Assist in the planning, development and training for Welcome Weekend Leaders
- Maintain communication with Welcome Weekend Leaders throughout the summer
- Serve as the first point of contact for Welcome Weekend Leaders during training and Welcome Weekend
- Build relationships with and work to encourage Welcome Weekend Leaders throughout training and Welcome Weekend

QUALIFICATIONS

- Ability to motivate self and others, takes initiative
- Strong work ethic and desires office, administrative tasks
- Ability to interact efficiently and professionally with students, parents and colleagues
- Ability to take on a high level of responsibility
- Experience with Word, Excel, Outlook, and Teams
- Strong communication skills including verbal, written and interpersonal
- Comfortable in addressing large groups of people, including students, parents, faculty, and peers
- Ability to manage stress effectively and adapt accordingly
- Experience with group facilitation/dynamics

Required Qualifications

- Must be a full-time Northwest University traditional student in good academic and social standing. Must have a cumulative 2.5 GPA or higher.
- Must be of at least sophomore status and at least two semesters completed at Northwest by May 2022
- Preferred: Served as a Welcome Weekend Leader or other NU Leadership position
- Must be able to fulfill all time commitments (see below)

BENEFITS

- Development of leadership, communications, and programming skills
- Opportunity to develop professional relationships with faculty, staff and other students
- Resume enhancement
- Free summer housing and \$1200 Scholarship that will be applied in Fall 2024 (if student chooses not to live on campus, no additional compensation will be added)
- Meals are provided during SOAR (if in person), student leadership training, and throughout Welcome Weekend

TIME COMMITMENT

- Attend Welcome Weekend Student Committee Meetings
- Attend Welcome Weekend Committees as available
- Attend Welcome Weekend Leader Meeting on Wednesday, April 24
- SOAR Sessions
 - In-Person (8:15AM-4PM): May 17, May 30, June 27, July 18
 - Online (9:00AM-10:30AM): August 8
- 5 hours/week March 25, 2024 – May 4, 2024
- 10 hours/week May 5 – August 3, 2024
- 40+ hours/week August 4 – 25, 2024
 - Welcome Weekend Leader Training: August 19-21
 - Welcome Weekend: August 22-25
- 5-10 hours the first week of school
 - To close out all details regarding Welcome Weekend
- 5 hours/week November 18th – December 13, 2024
- Spring Welcome Weekend Assistance: January 12-14, 2025