

# **HALL ORIENTATION COORDINATOR**

## **2007-2008 Academic Year**

### **Position Description**

The Hall Orientation Coordinators (HOCs) are part of the in-hall orientation team that is responsible for easing the transition to college for new students. The Hall Orientation staff work with residence hall staff and the Student Advisement Center to deliver programs that are consistent with the goals of the College's Orientation program.

The primary role of the Hall Orientation Coordinator is to coordinate activities in his/her residence hall for the benefit of new students. Each HOC supervises and coordinates the efforts of the Orientation Guides (OGs) in his/her residence hall. The primary role of the OGs is assisting the HOC in presenting orientation activities for the new students.

All student staff involved in this program will benefit through the opportunity to develop leadership skills, to expand their knowledge of SUNY Oswego, and to improve their communication skills.

### **Specific Responsibilities:**

#### **Spring 2007**

- Participate in two training sessions to be held at 8:00 pm on the following dates:
  - Tuesday, April 24, 2007 in (8:00 pm - location TBA)
  - Wednesday, May 2, 2007 in (8:00 pm - location TBA)
- Develop residence hall theme in conjunction with hall staff and council
- Plan specific hall/inter-hall activities for Fall Opening with Orientation Guides
- Submit decoration supply list to Residence Life and Housing according to budget guidelines provided
- Present additional budget requests to Hall Council, if applicable
- Provide Residence Hall Director with directory of in-hall Orientation staff (HOCs and OGs)

#### **Fall 2007**

- Return to campus on Thursday, August 23, 2007
- Participate in training sessions
- Prepare hall for opening
- Direct Orientation Guides in facilitating Fall Opening
- Attend ALL Opening activities
- Implement events and programs planned in the spring
- Assist with evaluation of Fall Opening and residence hall opening

#### **Spring 2008**

- Assist in selection of in-hall Orientation staff for Fall 2007/Spring 2008

## **Supervision**

The Hall Orientation Coordinator is supervised by the Associate Director of Residence Life and Housing and the Residence Hall Director (and Assistant Hall Director, where applicable) of the HOCs' residence hall. The HOC in turn supervises the Orientation Guides in his/her residence hall.

## **Qualifications**

- Full-time student status
- On-campus residency for the 2007-2008 academic year
- Hall Orientation Coordinators are required to live in the hall to which they are assigned as HOC.

## **Applications**

Applications are available at the front desk of each residence hall and at the Office of Residence Life and Housing, 303 Culkin Hall. Applications are due to the residence hall to which you are applying by Friday, March 2, 2007.

## **GOALS OF THE ORIENTATION PROGRAM**

- To introduce new students to SUNY Oswego, its academic programs, co-curricular activities, and to introduce students to skills that will help them succeed.
- To foster in students a sense of responsibility for their own educational experience.

### **Academic**

- To provide academic advisement information
- To introduce educational planning
- To provide first year students with the knowledge of educational opportunities and transfer students with knowledge about specific programs
- To provide information about graduation requirements
- To show the relationship between a liberal arts education and future careers

### **Survival**

- To provide information about the campus and its resources
- To introduce new students to the community
- To provide opportunities for students to enhance their own personal development

### **Co-curricular**

- To introduce new students to co-curricular activities:
  - Student Association recognized clubs and organizations
  - Residence hall organizations
  - Cultural activities
  - Recreational opportunities
  - Multicultural events