EOC Leader Job Description

The Eastman Orientation Crew (EOC) is comprised of about 20 Volunteers and 6 Leaders.

EOC Volunteers are comprised of current Eastman students who serve as role models as well as sources of support and information for new undergraduate first-year and transfer students. Hired in fall as freshmen, EOC volunteers are impactful during spring audition days, playing a vital role in facilitating the adjustment of prospective students and their families to the Eastman community. They share information about academic, personal, and social resources while working collaboratively with faculty, professional staff, and student staff from other areas on campus. Students are selected through a competitive application and interview process in the fall semester.

EOC Leaders are selected in the fall as sophomores, who were previous EOC Volunteers. EOC Leaders work long hours behind the scenes to prepare for and ensure the success of our new student orientation program. The EOC Leaders assist the Office of Student Life in overseeing and training EOC Volunteers and the EOC program. They work closely with professional staff in the Office of Student Life to manage all aspects of new student orientation.

Responsibilities:
- Learn to use ESM AV/Tech equipment (training provided) and be able to assist presenters and trouble shoot during sessions.
- Manage academic events during orientation including checking in with presenters before each session starts, setting up AV in rooms before each session starts, checking facilities requests and triaging problems as they arise.
- Serve as a guide and resource to EOC volunteers in the creation of the recital during orientation, which includes assisting when necessary in the development of the program, organizing rehearsals, communicating tech needs, and managing the flow.
- Manage and oversee the direction of social events during orientation including setting-up, running and supervising events, checking facilities requests, triaging problems as they arise, and tearing down and cleaning up.
- Direct and assist EOC volunteers in decorating, including creating a welcome banner for the dorm lobby, get big/little sib card supplies and make welcome cards, balloons, etc.
- Oversee the general EOC volunteers by helping communicate any issues and solving problems as they arise, ensuring volunteers are in place per the schedule, etc.
- Mentor new students through the big sib/little sib program
- Work collaboratively with the other EOC leaders and volunteers.

Qualifications:
- Must be a current full time Eastman sophomore
- Must have been an EOC volunteer previously
- Must have the desire to be a leader and role model
- Must be able to work collaboratively as part of a team
- Must have and demonstrate strong leadership skills
- Must have strong organization and interpersonal skills
- Must exhibit professionalism and maturity in appearance, demeanor, written and spoken word, and decision making
- Must be creative, friendly, energetic, enthusiastic, outgoing, welcoming, and have a positive attitude
- Must be punctual and dependable
- Must be ethical, trustworthy, and of good character
- Must be able to coordinate and manage multiple tasks
- Must have good judgment, be able to solve problems, and think critically
- Must be able to work with diverse students, parents, faculty, and staff
- Must be in good academic and disciplinary standing
- Must be able to come back to campus before orientation begins

Critical Dates:

2015:
- October 1: EOC Volunteer and Leader application process open
- October 16: Applications due to Office of Student Life by 4pm
- November 2 - 6: Group Interviews for EOC Volunteers and Leaders

2016:
- January 16: ALL EOC Mandatory Training
- January 29, February 5, 12, 19, 26: Audition Days
- August 18: EOC Leaders Move Back
- August 19: EOC Leader Mandatory Training
- August 20: International Student Orientation Program (ISOP) begins
- August 21: EOC Volunteers Move Back; Welcome Back Dinner
- August 22-23: ALL EOC Mandatory Training & Meetings
- August 24-30: Freshmen Orientation Program

Benefits of being an EOC Leader:
- Move in early
- Recognized as a distinguished leader on campus
- Mentor new students
- Skills gained through EOC:
  - leadership
  - communication
  - organization
  - delegation
  - problem-solving
  - teamwork
  - mentorship
  - conflict management and resolution
- Awesome swag (aka an EOC shirt)
- Participate in staple orientation events such as Barn Dance and George Eastman Day of Service