

## Welcome Week Steering Committee 2010

### Job Description and Expectations

#### **Position:**

Approximately 20 students will serve as Steering Committee members who will work in one of the five key areas in order to help the team complete its mission during Passport (6/27-29 and 8/15-17) and Welcome Week (8/17-21) 2010.

This group of student leaders will work collaboratively under the guidance of the Director of Orientation and the Welcome Week Student Directors. This team will work to implement the activities and programming to achieve the goals established by the Passport/Welcome Week Leadership Team.

#### **Qualifications and Competencies:**

- ✓ Be a student of exceptional Christian character and academic strength
- ✓ Be an experienced student leader
- ✓ Be able to attend the August Passport program and Welcome Week
- ✓ Be committed to ACU, as demonstrated through active involvement
- ✓ Have decision-making and organization skills
- ✓ Have a strong work ethic and demonstrate personal maturity

#### **General responsibilities:**

- ✓ Attend and actively participate in planning and development meetings
- ✓ Attend a Passport and Welcome Week retreat this spring
- ✓ Attend August Passport and Welcome Week activities
- ✓ Return to Abilene for Work Week (August 9-14)
- ✓ Work with other team leaders to implement programs for your designated area of responsibility
- ✓ Recruit other students to work with your area of responsibility

## Steering Committee Areas of Responsibilities

### **Activities and Campus Crew**

Students working in this area will plan social activities for Passport and Welcome Week (mixers, movies, concerts, intramurals, etc.). Students working in this area will also make sure everything at Passport or Welcome Week is running smoothly. The Crew will oversee the set-up and breakdown of events, give special direction or escort to campus visitors and new students, as well as serve visitors and students in various ways.

Students working in this area will also work with the publicity, website development and photography of Passport and Welcome Week.

### **International Students**

Students working in this position will aid in the transition of international students to ACU during Passport and Welcome Week, including recruiting group leaders, planning activities, and promoting involvement.

### **Mentor Groups**

Student leaders will coordinate Mentor Group activities and may help with some aspects of training, meetings and organization for Peer Leaders and Cornerstone instructors.

### **Spiritual Life and Service Learning**

This area plans and coordinates devotionals, the daily general assembly, and any other spiritually focused event in any activity of Passport and Welcome Week. This area also works with the Volunteer and Service Learning Center to coordinate the service learning project for Welcome Week.

### **Transfer Students**

Students working in this area will aid in the transition of transfer students to ACU during Passport and Welcome Week, including recruiting group leaders, planning activities, and promoting involvement.

## **Application – Welcome Week Steering Committee 2010**

### **Instructions:**

Please take your time filling out the reflection questions. The first cut on position decisions will be made based on this application. Please return this completed application to the First-Year Program Office, AD 309, by March 4, 2010. When you hand in your application, you will need to sign up for an interview time. PLEASE SIGN THE WAIVER PORTION OF THE RECOMMENDATION FORM; and then give it to a faculty/staff member to fill out for you.

*Thank You – Eric Gumm, Director of Orientation*

Please indicate the name of the faculty/staff member providing your recommendation:

\_\_\_\_\_

### **Personal Information**

Name: \_\_\_\_\_ Classification: \_\_\_\_\_ GPA: \_\_\_\_\_  
ACU Address: \_\_\_\_\_ Hometown: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Major: \_\_\_\_\_

**Would you be available to serve during the June Passport, Work Week, August Passport, and Welcome Week?**

<i>June Passport (June 27-29) [not required]</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Work Week (August 9-14)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>August Passport and Move-In (August 14-17)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Welcome Week (August 17-21)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### **Reflection Questions:**

**(Please provide a typewritten answer to each of these questions and attach your responses to this application)**

1. Please attach a resume which indicates your current level of involvement in ACU activities and social life, as well as previous and current employment experiences.
2. Please describe how you are currently involved in a local congregation and in spiritual activities.
3. What excites you about being involved in this leadership position?
4. Briefly describe your leadership experience in Welcome Week, Passport, or any campus organization.
5. What type of leadership training have you had (either through ACU or otherwise)?
6. Briefly reflect on your own experiences as a student at Passport and Welcome Week.
7. What should Passport and Welcome Week accomplish for new students?
8. Which two Steering Committee areas are those for which you would be most qualified and why?

## Recommendation from ACU Faculty or Staff Member

### Instructions:

The student listed below has asked you to recommend him or her for a leadership position with the Welcome Week Steering Committee. The student below is applying for a position that will include decision making challenges, representation of ACU to new students and their parents, directing collaborative programs, being creative, thinking critically, acting as a mentor, leading students in projects, and participating actively in team meetings and planning. Please share your evaluation of the student and return this form to Eric Gumm, ACU Box 29104, by March 4, 2010.

Please share your comments for:

\_\_\_\_\_ (student name)

### STUDENT WAIVER

I \_\_\_\_\_  
(student should sign his/her name)

do  
 do not    waive my right to review this recommendation.

### Recommendation Evaluation:

Question	Rating:	Poor	Average	Good	Excellent
<b>Overall Attitude</b>					
<b>Academic/Intellectual Skills</b>					
<b>Communication skills</b>					
<b>Ability to work with others</b>					
<b>Time Management</b>					
<b>Faith/Christian Character/Integrity</b>					

### Recommendation Comments:

Please also comment upon your observations regarding this student's time management and attention to detail.

Please provide your reflections on this student and their potential to contribute to the Passport and Welcome Week Leadership Team based upon your interaction with this student. We value your narratives and insights.

can  
 cannot    recommend this student for this leadership position.

Name: \_\_\_\_\_

**Thank you for your time and reflections. Please return this document to Eric Gumm at ACU Box 29104.**