



## Responsibilities for Experiential Orientation

### Co-Chairs

The Orientation Co-Chairs will serve as the two student leaders overseeing the implementation of New Student Orientation. They will provide critical student feedback, leadership, and direction to New Student and Family Programs as Duke implements Orientation Week. The Co-Chairs will serve as advocates for O-week at-large and amplify the student voice and experience. They will operate as extensions of New Student and Family Programs during Orientation Week. The Co-Chairs are charged with helping to facilitate community building amongst the Orientation Board. They will also lead the Orientation Logistics Committee and be a support for all Project Directors.

Beginning in Spring 2023 through Summer 2023:

- Co-Convene the Orientation Board Meetings monthly with NSFP
- Plan and facilitate the Spring Retreat for all PDs and Logistics Committee Members
- Meet 1:1 with NSFP (bi)weekly
- Co-Create and support the OL Recruitment Process
- Meet with Logistics Committee in the Spring/Summer
- Serve as point of contact and facilitator for Late Night Events during O-week
- Co-create and facilitate training efforts for PD and OL Trainings
- Direct student leadership for Move-In Day
- Support the efforts of the Logistics Committee during O-week
- Serve as a point of reference for Project Directors during O-week

Expectations:

- Be present on campus and attend all PD Training, OL Training, and all of O-Week
- Serve as a positive role model and representative of the Office of New Student and Family Programs throughout the year.
- Advocate for the overall first-year student experience.
- Communicate openly and honestly with the NSFP staff

Compensation:

- Early Arrival Housing (if living on campus)
- All meals will be provided during all trainings and Orientation Week
- Stipend awarded at the end of August
- Leadership skills and development

### NSFP Promises

- NSFP Advisors will work towards the goal of a successful onboarding experience for all students new to Duke.
- NSFP Advisors will support all tasks of the Co-Chairs
- NSFP Advisors will support student leaders and projects by providing logistics and emergency support