



Responsibilities for Experiential Orientation

Logistics Committee

The Orientation Logistics Committee provides critical student feedback, leadership, and direction to New Student and Family Programs as they implement Experiential Orientation. Logistics members will serve as advocates for the 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 and colleagues to student leaders within each Experiential Orientation Project. The Logistics Committee will be led by the Orientation Co-Chairs.

Logistics will operate in sub-committees where work *could include but not be limited to*:

Beginning in Spring 2023 through Summer 2023:

- Curriculum Development Coordinator(s)
 - Mandatory Sessions
 - OL Conversations
- Social Media & Marketing Coordinator(s)
 - Promotion of Projects over the summer
 - Online engagement over the summer with new students
 - 30 Days to Duke content
 - Content collection during Training and Oweek
- Food Coordinator(s)
 - Generating on- and off-campus dining logistics
 - Speaking with Durham vendors over the summer
 - Assisting Projects with food organization during Oweek
- Transportation Coordinator(s)
 - Serving as the point of contact for transportation needs
 - Creating the master document of transportation needs for all projects

Additionally, other Logistic Committee Members' duties *could include but not be limited to*:

- Supporting the OL recruitment and selection process
- Serving on the Orientation Board and attending monthly meetings and the Spring Retreat
- Meeting with PDs in the Spring/Summer to review their plans within their area of expertise
- Assisting and planning summer trainings with the Co-Chairs
- Assisting with Move-In Day

- Providing daytime program options for students not engaged with their Project
- Serving as an Orientation content schedule expert and connecting with PDs throughout the week to support
- Supporting New Student Convocation

Expectations:

- Work closely with NSFP + PDs to become the expert within their topic
- Serve on the Orientation Board- attending all monthly meetings and Spring Retreat
- 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.
- Advocate for the overall first-year student experience.
- Communicate openly and honestly with the Co-Chairs and NSFP staff.

Compensation:

- Paid Early Arrival Housing (if living on campus Fall 2023)
- All meals will be provided during all trainings and Orientation Week
- Stipend awarded at the end of August