



Responsibilities for Experiential Orientation

Project Directors

Project Directors for Duke Experiential Orientation experiences have the opportunity to lead community-building orientation projects that will become part of the tapestry of Duke orientation. Projects will create an inclusive environment where new members of our community can build healthy relationships, learn about campus culture, and begin to acclimate to Duke. With the help of campus partners and the Office of New Student and Family Programs, Project Directors will facilitate these outcomes by co-designing a project schedule, building and training a student staff, and leading the execution of their project. Each Project will have no more than two project directors, who will be expected to work collaboratively and equally.

Responsibilities of a Project Director:

- Co-design schedule with campus partner & NSFP (Feb-April)
 - Campus partner will be connected by NSFP and will have a thematic alignment to your project
 - NSFP will help to consider new students, locations, travel, food, budget, and implementation logistics
- Serve on the Orientation Board, made up of each Project PDs, the Orientation Co-Chairs, and the Logistics Committee (meeting monthly + a Spring 2023 Retreat)
- Assist in the Orientation Leader (OL) recruitment and selection process, facilitated by NSFP (Feb-March)
- Build team environment among the project's OLs (ongoing)
- Co-Design project-specific OL training with campus partners (ongoing)
- Support the required standardized training NSFP will provide to all student leaders (April & August)
- Be present and run point for the project with selected OLs for 60-130 students (Aug)
- Manage the budget for the project and abide by the Cooperate Card responsibilities
- Attend the following time commitments:

Time Commitments:

This is a significant and exciting undertaking. Students can expect to commit 1-3 hours a week until August working towards these objectives. OL recruitment and August hours will be greater.

PD Training 2023: August 10-13*

OL Training 2023: August 14-18*

Orientation Week 2023: August 19-25 (including Move In Day)

**dates are close estimates*

- 1 hour weekly: meet with NSFP & Campus Partner advisors (Jan-Aug)
 - These meetings will continue into the summer and may be less frequent
- 1.5 hours per month: The Orientation Board Meeting
 - These meetings will be for bringing all PD's together to:
 - focus on communicating updates from NSFP
 - community building & knowledge sharing among peers
 - co-creating consistency where needed
- TBD hours per (and varying by) month (Feb-Aug)
 - PDs will recruit, select, and meet with their OLs to build community, prepare them for trainings, and the overall O-week.
 - PDs will participate in the PD Retreat in Spring 2023
 - Presence during Orientation Week

PD Promises

- PD's will work towards the goal of a successful onboarding experience for all students new to Duke.
- PDs will collaborate and communicate clearly and often with their partner office and the NSFP adviser.
- PD's will attend required meetings and trainings.
- PD's will serve as the student voice within their projects and bring the perspectives of their OLs to each meeting.
- PD's will come prepared for meetings and ready to collaborate.
- PD's will serve as a positive role model and representative of the Office of New Student and Family Programs.
- PD's will organize, document, and archive their project's materials in effort to help build traditions for the projects in the future.

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

NSFP Promises

- NSFP Advisors will work towards the goal of a successful onboarding experience for all students new to Duke
- NSFP Advisors will support PDs and projects by providing logistical support (transportation, food, space reservations, etc)
- NSFP will provide the creation of student systems (like PD selection, OL recruitment and selection, and new student placements)
- NSFP will provide budgets and procurement trainings