Western Michigan University

Fall Welcome

Job Description for THE CREW

POSITION SUMMARY
Members of The Crew will play a key role in the implementation of WMU’s Fall Welcome program. They will report directly to the Fall Welcome Interns, and ultimately the Fall Welcome Coordinator. As a team of six, they will work closely with the Fall Welcome co-coordinators, interns, and Ambassadors and will be responsible for setting-up, supervising, and cleaning up major Fall Welcome events, particularly late-night events.

MAIN RESPONSIBILITIES
• Assist in the overall implementation of Fall Welcome
• Move materials around campus, delegate responsibilities to volunteers, and assist with set-up and clean-up of activities
• Participate in training and team building sessions in August
• Be a positive role model and representative of Western Michigan University by remaining committed to excellence, integrity, communication and teamwork
• Be flexible with regards to working hours and conditions
• Other duties as assigned

QUALIFICATIONS
• Must be a WMU student
• Past Fall Welcome experience is preferred, but not required
• Ability to work in a fast-paced and intense environment
• Must understand and believe in the goals and objectives of the First-Year Experience Programs and Western Michigan University
• Must display a positive attitude and enthusiasm for WMU and be knowledgeable of its services and resources
• Must be reliable, energetic, responsible and a flexible team player
• Must demonstrate interest in helping others
• Must display strong communication, organizational and leadership skills
• Students must have a 2.5 minimum grade point average at the time of application and during employment
• Must not be on disciplinary or academic probation
• Must be able to interact in large and small group settings with diverse groups of people (students, parents, faculty and staff members)
• Must follow the WMU Student Code of Conduct including the alcohol and drug policies
• Must not be an Ambassador, RA, fall sport athlete, or in Bronco Marching Band, due to schedule conflicts

TIME COMMITMENT
• Position begins July 21, 2014
• Attend training sessions and staff meetings with the Fall Welcome team in late July until Fall Welcome, 3-4 hours/week
• Available for portions of Ambassador Training, Aug. 22 – 24, 2014
• Available for the entirety of the 2014 Fall Welcome program, Aug. 25 – 29, 2014
• Available for a wrap-up meeting the week of Sept. 15, 2014

COMPENSATION AND BENEFITS
• $7.96 per hour
• Free t-shirts and other WMU paraphernalia
• Develop excellent leadership skills
• Connect with WMU professional staff

Please be advised that you are not covered by Western Michigan University’s Medical insurance while serving as part of The Crew.