



## COORDINATOR

### Position Abstract

The Oriflamme Leader Coordinators work in collaboration with the Oriflamme Team Leaders, Oriflamme Leaders, the Oriflamme Supervisor and other Student Involvement Center Staff, as well as other University contacts, to create a successful Fall Welcome for all first-year Saint Louis University students. Oriflamme Leader Coordinators are viewed as an extension of the Fall Orientation Leader position.

### General Responsibilities

All Oriflamme Leader Coordinators will...

- Assist in the First-Year Experience selection process by conducting, in coordination with the Oriflamme Supervisor, all individual interviews for new Oriflamme Leaders.
- Assist in the facilitation and execution of Oriflamme Leader training in the Spring Semester, and before Fall Welcome.
- Serve in their office hours prior to Fall Welcome to prepare for Oriflamme Leader training.
- Coordinate the move-in process with the Oriflamme Supervisor and Housing and Residence Life.
- Maintain communication with Oriflamme Leaders through frequent emails and social gatherings.
- Serve as the face of Oriflamme in various capacities.
- Maintain communication with other Coordinators and Supervisor throughout the year.
- Serve as a mentor and resource for Team Leaders during Oriflamme training and Fall Welcome.
- Lead Team Leaders by motivating, communicating, and maintaining accountability, professionalism and timeliness.
- Promote and enforce this same role modeling for all Oriflamme Leaders.
- Demonstrate the willingness to complete other reasonable tasks requested by the Oriflamme Supervisor, and other University staff, faculty, and administrators.
- Understand crisis protocol and respond appropriately when emergencies arise within the community (e.g. medical emergency, fire alarm, bad weather, etc.).
- Respond in a positive and helpful manner when confronted with behaviors or infractions that disrupt the environment.
- Evaluate Team Leaders throughout and following Fall Welcome.
- Manage and assist with interviews for new Oriflamme Leaders and Team Leaders.
- Provide input on growth and direction of the Fall Orientation Leaders.
- Build community throughout the Fall and Spring semesters with Oriflamme Leaders and Team Leaders.
- Be point person for specific events and Oriflamme throughout Fall Welcome.
- Help the Supervisor with developing events for Fall Welcome.
- Serve as a resource for the Student Involvement Center through various capacities including, but not limited to, FYE Selection, Winter Welcome, Fall Welcome Planning Committee and Convocation Student Speaker Selection Committee.

### Position Expectations and Requirements

- Coordinators must attend Leadership Team trainings in the Spring semester. *Interested leaders who are studying abroad for Spring 2016 are not eligible to apply for a Fall Welcome 2016 Leadership Team position due to these trainings.*
- Before applying, candidates must attend an Information Session, or set up a meeting with the Oriflamme Supervisor, Jordan Glaser ([jmglaser@slu.edu](mailto:jmglaser@slu.edu)).

- Coordinators must be full-time, undergraduate SLU students, and current Oriflamme Leaders who are in good standing with the organization.
- The following are date *requirements* for Coordinators. It is expected that you arrange your meetings and class schedule to accommodate these dates and times.
  - **October 21 – 30, 2015** – Team Leader Interviews
  - **November 10, 2015** – Leadership Team Reception/Celebration
  - **November 18 + 19, 2015** – FYE Study Abroad Group Interviews
  - **December 2 + 3, 2015** – FYE Study Abroad Individual Interviews
  - **January 11 – 17, 2016** – Winter Welcome
  - **January 30, 2016** – FYE Group Process Interviews
  - **February 8 – 12, 2016** – FYE Individual Interviews
  - **February 26 – 28, 2016** – National Orientation Directors Association (NODA) Regional Conference in Tulsa, Oklahoma
  - **March 2, 2016** – Oriflamme Spring Meeting 1
  - **March 16, March 23, March 30, April 6 and April 13 2016, 3:00 – 5:30pm** – Leadership Team Training and Development
  - **April 14, 2016** – Oriflamme Spring Meeting 2
  - **August 1 – 12, 2016** – Oriflamme Leader Coordinator Office Hours
  - **August 13, 2016** – Team Leader Logistics Training
  - **August 14 – 16, 2016** – Oriflamme Leader Training
  - **August 17 – 21, 2016** – Fall Welcome
- Meet with the Oriflamme Team Leaders and Supervisor following Fall Welcome to reflect on the Oriflamme and Fall Welcome experiences and make recommendations for the future.
- Check e-mail constantly for communication from Supervisor and reply in a timely manner (within 24 hours).
- Coordinators will be expected to serve the Student Involvement Center in various capacities throughout Fall Welcome (into the end of September) and other events, such as Winter Welcome, requested by the Student Involvement Center.
- Coordinators must serve fully in their positions until the new group of Coordinators is selected. In addition, Coordinators will help, after Fall Welcome 2016, to interview and select the new Coordinators.
- Coordinators must have at least a 2.75 cumulative GPA at the end of the fall 2015 semester and maintain a 2.75 for the fall 2016 semester to obtain and retain position.

### Accountability/Compensation

- Coordinators are directly supervised by the Oriflamme Supervisor, Jordan Glaser and will also be accountable to the Student Involvement Center Staff and other University faculty and staff.
- Coordinators who are unable to uphold the above listed responsibilities and expectations will face consequences of reassignment of responsibilities during Fall Welcome, loss of Oriflamme privileges, inability to remain in on-campus housing as an "early move-in", and/or removal from the Fall Orientation Leader position, based on the severity of the action.
- Coordinators will be compensated for their office hours through a payment of \$400 for time worked during their office hours. This will be paid upon the completion of their role as a Coordinator.

### Selection Timeline

|                                  |                                                         |
|----------------------------------|---------------------------------------------------------|
| September 15 + 16, 2015 @ 5:30pm | Leadership Team Information Session                     |
| September 17, 2015               | Apply for Coordinator position through Google form sent |
| September 28, 2015 by 5pm        | Application Due                                         |
| October 1 - 7, 2015              | Coordinator Interviews                                  |
| October 9, 2015                  | Coordinators Announced                                  |