Do you want to welcome the Class of 2012 and transfers?

**What is New Student Orientation (NSO)?**
NSO is a six-day, 200+ event program run by the Freshman Dean’s Office with an emphasis on intellectual engagement and discovery, appreciation of diversity and difference, and community building. Community Centers play a vital role in NSO as one of the major program providers.

**Which NSO events do community centers plan?**
AANSOC Community events include, but are not limited to:
- AANSOC Community Welcome for students and parents
- Okada Chill Night (in coordination with Okada staff)
- We Are Family & Meet your Big Sib (in coordination with AASIB)
- pre- or post-orientation events or retreats

**What is the role of a CC?**
Working under the supervision of the Director & Assistant Director of the Asian American Activities Center, the CC plays a significant role in the planning and execution of the center’s NSO programs while gaining valuable leadership skills. The specific events for which CCs are responsible vary depending on the community, but all CCs interact with many members of the Stanford community—including student volunteers, center and department staff, faculty and alumni—to seek their help and involvement in the events.

**What is the timeline of involvement for a CC?**
In spring quarter Community Coordinators typically work 6-8 hours/week, at the discretion of the Center Director. During the early arrival period (September 14-15, 2008) and New Student Orientation (September 16-21, 2008), CCs are expected to oversee and assist with preparations for and execution of all of their community events in addition to some NSO programs, with some events taking place after classes begin on September 22.

**What do CCs do during spring quarter?**
- attend a training session with FDO staff
- meet with center staff to outline NSO programs
- recruit and select Community Orientation Volunteers (COVs) in collaboration with the Freshman Transition Coordinators (FTCs)
- organize at least one meeting with selected COVs and other student leaders to lay the groundwork for NSO programs
- invite faculty and staff to NSO Open House receptions
- communicate logistical needs (e.g., space reservations, audio/visual equipment, refreshments) for all events to NSO by May 23
- prepare early summer mailing for new students (as needed)

Though we expect the majority of planning for NSO to be completed during spring quarter, some last-minute arrangements may need to be conducted via telephone or email correspondence over the summer. CCs must stay in regular contact with FDO over the summer to answer questions and adjust plans as necessary.
What do CCs do during the fall?
CCs must return to campus on Friday, September 12 and should expect to work full-time from that date through the end of NSO on Sunday, September 21. During this time CCs will facilitate meetings to organize community programs, follow through on the logistical plans outlined in the spring, assist with other aspects of general NSO preparations, and continue to work with their designated community until all Orientation and post-Orientation events have concluded. A final report of the CC’s efforts and recommendations for future years is due to FDO no later than October 31, 2008.

What time commitment does a CC make?
Each CC’s time commitment will vary depending on the community, but the time commitment will be significant such that CCs may not hold a residence leadership position (e.g., RA, HPAC, RCC, etc.) in 2008-09 or enroll in Sophomore College in September 2008. (From previous experience, we have found that students involved in these programs do not have the time needed during early arrival to handle NSO responsibilities.)

How are CCs compensated?
The AANSOC CC will receive a $500 stipend that will be distributed by FDO upon receipt of the final report. FDO will cover room and board costs for the early arrival period in September (Friday, September 12 – Wednesday, September 17, 2008).

What is the application process?
A completed application should be turned in to Shelley’s office at the Asian American Activities Center by 5:00pm on Monday, April 14th and each applicant must sign up for an interview time slot on the 16th, 17th or 18th on the sign up sheet on the door. Community Coordinators will be hired no later than May 1.

If I have further questions?
For questions about the CC position specifically, please contact Shelley Tadaki, Assistant Director, Asian American Activities Center stadaki@stanford.edu or (650) 723-5390. For questions about NSO more generally, please contact Koren Bakkegard, Director of New Student Programs, at koren.bakkegard@stanford.edu or (650) 725-3115.
2008 New Student Orientation
Community Coordinator Application

**Deadline: 5:00pm MONDAY, APRIL 14, 2008**
*Submit completed applications to the Asian American Activities Center*

Name (Last, Middle, First):

Preferred Name (Nickname):

Current Residence/Room#:

Current Mailing Address: Summer Address (if known):

Email Address: Phone:

Class year: 08 09 10 11 Other (specify)

Major:

Indicate whether you have held any of the following positions:

- Admit Weekend Room Host
  - Y N When? _______________
- Admit Weekend House Host
  - Y N When? _______________
- Orientation Volunteer
  - Y N When? _______________
- Community Orientation Volunteer
  - Y N When? _______________

Indicate whether you will be applying for any of the following positions this spring:

- Peer Mentor
  - Y N
- House Manager position
  - Y N
- Honors College
  - Y N
- CSRE’s Public Policy Institute
  - Y N

Please answer the following questions on a separate page.

1. List the organizations and activities in which you have been involved at Stanford; include dates, positions held and responsibilities.

2. Describe your particular interests, perspectives or past experiences that would help you meet the needs of prospective and new students, particularly for the Asian American community.

3. How would you create a sense of responsibility and team spirit among peers working on community events? Include past personal experience, if relevant.
4. In your view, how do the community events contribute to the overall experience a student has during New Student Orientation?

5. Please share any additional thoughts you have that might further highlight your qualifications for a CC position.

Please submit your application by MONDAY APRIL 14th 5:00pm to Shelley’s office at the Asian American Activities Center – 2nd Floor Old Union Clubhouse.