Welcome the Class of 2014 and transfers!

What is New Student Orientation (NSO)?
NSO is a six-day, 200+ event program run by Undergraduate Advising and Research (UAR) 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/programs plan?
Community events may include, but are not limited to:
• open houses and community welcomes for students and parents
• information sessions
• evening social events
• big sibling/little sibling programs
• pre- or post-orientation events or retreats

Which communities have Community Coordinators (CCs)?
• Asian American New Student Orientation Committee (AANSOC) - Asian American Activities Center
• Black Recruitment and Orientation Committee (BROC) - Black Community Services Center
• Chicano/Latino Orientation Committee (CLOC) - El Centro Chicano
• International Student Orientation Committee (ISOC) - Bechtel International Center*
• LGBT Community Resources Center*
• Native American Orientation Committee (NAOC) - American Indian, Alaska Native, and Native Hawaiian Program/Native American Cultural Center
• Next Generation Orientation Committee (NexGen) – Educational Resources
• Religious Life Orientation Committee (RLOC) – Office for Religious Life
• Transfer Student Program
• Women’s Community Center*

What is the role of a CC?
Working under the supervision of the staff at the pertinent center or program, CCs play a significant role in the planning and execution of each community’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/Program Director. During the early arrival period (September 10-13, 2010) and New Student Orientation (September 14-19, 2010), 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 20.

What do CCs do during spring quarter?
• attend training sessions with NSO staff
• meet with center/program 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 receptions and programs
• plan and communicate budget and logistical needs for all events to NSO staff by Friday, May 21
• prepare early summer mailing/e-mailing for new students (as needed)

Though we expect the majority of planning for NSO to be completed during spring quarter, some final arrangements or orders may need to be conducted via telephone or email correspondence over the summer. CCs must stay in regular contact with NSO staff 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 10 and should expect to work full-time from that date through the end of NSO on Sunday, September 19. 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 UAR no later than October 31, 2010.

**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, RCC, PHE, etc.) in 2010-11 or enroll in or participate in any pre-fall programs, academic or other (e.g., Sophomore College, Honors College, Arts Intensive), in September 2010. 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?**
Each center/program determines how it will compensate its CCs. The stipend will be distributed by UAR upon receipt of the final report. UAR will cover room and board costs for the early arrival period in September (Friday, September 10 – Wednesday, September 15, 2010).

**What is the application process?**
A completed application should be given to the community center/program with whom you are interested in working by **Wednesday, April 14**. Each community center/program is responsible for the interview and hiring process which may or may not include interviews. Community Coordinators will be hired no later than Wednesday April 28.

*Please note that the LGBT-CRC, WCC, and Bechtel handle their CC selection processes internally, without using this application form. If you wish to work for one of those centers you do not need to fill out the attached application. Instead, please contact the center directly.

**If I have further questions?**
For questions about the CC position specifically, please contact the center with which you would like to work. For questions about NSO more generally, please contact Edith Wu-Nguyen, Director of New Student Programs, at edithwu@stanford.edu or (650) 725-3115.
2010 New Student Orientation
Community Coordinator Application
Deadline: April 14, 2010

Submit this application to the community center director or liaison for the center to which you are applying.

Name:

Last ______________________________________ First __________________________ Middle Initial

Preferred Name (Nickname): ________________________________________________

Current Residence/Room#: ________________________________________________

Email Address: ____________________________________________________________

Phone Number: ____________________________________________________________

Current Mailing Address: ________________________________________________

Summer Address (if known): ________________________________________________

Summer Plans (if known): ________________________________________________

Class year: 10 11 12 13 Other (specify) ________________

Major: __________________________________________________________________

Indicate whether you have held any of the following positions at Stanford:

Admit Weekend House Host        Y N Year(s)? ________________
Orientation Volunteer            Y N Year(s)? ________________
Community Orientation Volunteer  Y N Year(s)? ________________
Community Center/Program Staff  Y N Year(s)? ________________
Other: __________________________ Y N Year(s)? ________________

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

Residence Staff/House Manager position Y N
VPUE Program (Honors College, SoCo, Arts Intensive) Y N
Public Policy Institute Y N
Indicate your preferred placement. Rank your choices if you are applying to more than one center:

______ Asian American New Student Orientation Committee (AANSOC)
______ Black Recruitment and Orientation Committee (BROC)
______ Chicano/Latino Orientation Committee (CLOC)
______ International Student Orientation Committee (ISOC)*
______ LGBT Community Resources Center*
______ Native American Orientation Committee (NAOC)
______ Next Generation Orientation Committee (NexGen)
______ Religious Life Orientation Committee (RLOC)
______ Transfer Student Program
______ Women’s Community Center*

*Please note that the LGBT-CRC, WCC, and Bechtel handle their CC selection processes internally, without using this application form. If you wish to work for one of those centers you do not need to fill out the attached application. Instead, please contact the center directly.

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 for the community with which you are interested in working.

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 April 14 to the program(s) corresponding to your interest:

• AANSOC - Asian American Activities Center, Old Union Clubhouse
• BROC - Black Community Services Center, 418 Santa Teresa
• CLOC - El Centro Chicano, Old Union Nitery
• NAOC - American Indian, Alaska Native and Native Hawaiian Program/Native American Cultural Center, Old Union Clubhouse
• NexGen - VPSA Educational Resources, Tresidder 2nd Floor, attention: Greg Graves
• Transfer Students - Sweet Hall, 1st Floor, attention: Sally Mentzer
• RLOC – Office for Religious Life, Round Room, at the rear of the Memorial Church

Note: if you are applying for more than one program, please submit an application for each program.