

student coordinator

#DC18 LEADERSHIP TEAM

Position Description | Dawg Camp (DC) Student Coordinators hold positions on the Dawg Camp leadership team and take ownership of providing incoming first-year students with the best possible transition support. Your primary role within Dawg Camp will be to focus on the student experience and provide staff support.

Student Coordinators will work collaboratively on a number of aspects related to the implementation of all Dawg Camp programs and entities. Your primary role will be supporting the student experience of Dawg Camp and will lead to responsibilities related to ...

- Staff recruitment, selection, and training
- Camper recruitment
- DC Special Programs planning and implementation
- DC Discovery planning and implementation

As a student coordinator, you will be expected to provide your insight and thoughts throughout the duration of your leadership. While feedback will be crucial to the success of the Dawg Camp program, it is important to note the contextual limitations that sometimes follow programmatic decisions. An ideal student coordinator is one who is ready to explore the complexity of student leadership and rise to the challenges presented.

application deadline is midnight on September 3rd

how to apply

You will submit a resume and cover letter detailing why you feel like your strengths and interests best align with this position. You will send this formally through a Qualtrics survey and, if asked to continue in the process, be emailed a link to sign up for an interview time.

Interviews will be held on September 5th and 6th in the Center for Leadership and Service. During this time, you will be asked to bring an item of significance that demonstrates your leadership philosophy and you will be asked questions related to your interest in this position.

If you have any questions or would like to meet in person to further discuss the position, please contact Blaise Bolemon, the Graduate Director of Dawg Camp, at blaiseb@uga.edu.

student coordinator timeline

Sept. 3

Applications close at Midnight

Sept. 5-6

Interviews

Sept. 7

Deliberations/Decisions

Sept. 11-15th

Transition Period

Week of

Sept. 18th

First Meeting

Sept. 22-24

Retreat

responsibilities

Shared Responsibilities | Dawg Camp Student Coordinators will work as a team on the following projects and experiences ...

- Attend weekly Leadership Team meetings
- Assist with Staff Recruitment and Selection
- Collaborate on elements of Staff Training and Team Morale (Including staff retreat)
- Serve as a support system to staff members both individually and as a group
- Brainstorm and Develop protocols around the role of returning counselors.
- Assist in the various aspects of Camper Recruitment and Coordinate Staff Involvement
- Collaborate on aspects of Dawg Camp Special Programs Planning and Implementation
- Collaborate on aspects of Dawg Camp Discovery Planning and Implementation
- Serve as a Color Group or Crew Leader (explained further below)

Individual Responsibilities/Projects | The Dawg Camp Graduate Director and Staff Director will work to assign projects and individual responsibilities based on Student Coordinators strengths, interests, and intended areas of development. This will allow student coordinators to develop a diverse range of experiences and gain valuable transferable skills in multiple areas. While projects will vary from year-to-year, most common projects and responsibilities for Student Coordinators can include ...

Opportunities to Plan:

- Staff Monologues, I am Bulldog Nation Presentation, and Real Talk Panels
- First-Year Programming Events in collaboration with the Dawg Camp Ambassador Team
- De-Brief and Feedback Meetings after each Special Program Camp
- Staff Relationship Building Efforts
- Crew and Staff Work Day

Individual Responsibilities/Projects (cont.)

Opportunities to Coordinate:

- Discovery Check-In and Kick-Off Process
- Risk Management Education and Support
- Staffing and Initiatives related to First-Year Programming
- Van Driver Training for Counselors
- CoCo Pairings, CoCo Training Elements, and DC Duo Assignments
- Staff and Camper Olympics
- Camp Team Builders
- Dawg Camp Discovery Spirit Dances, Traditions Videos, and Trivia
- Camper Recruitment Efforts for All Camps (including Tabling, Speaking as Campus Representatives, and Reaching Out to Students via Social Media)

Opportunities to Manage:

- Dawg Camp Social Media Platforms
- Special Programs Preparations and Packing
- Returner Staff Expectations
- Dawg Camp Inventory and Purchasing Lists
- Tabling, Info Sessions, and Outreach Approaches throughout the Year

Opportunities to Assist with:

- Dawg Camp Staff Recruitment and Selection
- Various Discovery Logistics
- Ideas related to Dawg Camp SWAG, T-shirts, Campers, and Resources Guides
- Delegation of Special Programs Logistics and Counselor Trainings
- Staff Training Support and Planning
- Dawg Camp Special Events (including Meet and Greet, Kick-Off, Banquet, and more)
- Dawg Camp Discovery Opening and Closing Ceremonies

... but wait I thought there used to be positions?

In the past, Dawg Camp has utilized student directors with highly specialized and specific tasks associated with each position. While this allowed for students to be focused on their assigned area, it often left work load amongst the team unbalanced and isolated members from the rest of the team. Through the use of shared ownership in the Student Coordinator experience, we hope that Dawg Camp SC's will feel a ...

- Heightened sense of ownership in the overall student experience of Dawg Camp.
- Greater emphasis placed on collaboration and ideation from multiple perspectives in order to continuously improve upon and innovate the overall program.
- Stronger systems of support in receiving feedback in order to complete tasks related to the successful development and implementation of the Dawg Camp program.
- Shift in importance placed on the student experience of both campers and counselors and the responsibility that comes along with this student experience.

As this is a transition year and the position of student coordinator will be continuously developed, we encourage students to be open-minded. We also hope that candidates will take advantage of this opportunity to contribute to organizational change and provide critical feedback in moving Dawg Camp forward!

qualifications and compensation

Qualifications | Eligible candidates must fulfill all the following qualifications:

- Be a full time University student from Fall 2017 – Fall 2018. Accommodations may be made for students with special circumstances.
- Have served as a Dawg Camp Counselor for one year.
- Have a cumulative GPA of 2.5 or higher. This must be maintained throughout your time as a student coordinator.
- Be in both academic and overall good standing with the University.

While not all of the following are explicitly required, we ask that Dawg Camp student coordinators be aware of the qualities that we are looking for in eligible candidates:

- Work both collaboratively and independently towards fulfilling the mission and vision of UGA Dawg Camp.
- Show flexibility and adaptability when it comes to your role on the Leadership Team.
- A sense of personal responsibility and strong character.
- Interest in programmatic logistics and team development.
- Be open and willing to both receive and give feedback throughout the process.
- #DawgCampMagic | Possess a love and passion for Dawg Camp and ensuring first-year and transfer students have a successful transition to UGA.

Compensation | You are eligible for the following benefits after/during successful completion of Dawg Camp tasks:

- Select meals, transportation, and program materials for all Dawg Camp Programs.
- Meals, transportation, lodging, and materials for Dawg Camp Staff Retreat & Dawg Camp Discovery program
- Dawg Camp Apparel and Swag.
- Access to Center for Leadership and Service office spaces during hours of operation and after hours, as approved.
- \$500 internship stipend paid throughout the Summer 2017 months based on successful completion of work tasks and special projects.

color group and crew leaders

Each student coordinator will assume the role of either a Color Group (3) or Crew Leader (1-2). These distinct roles will be assigned based on interest expressed during the Student Coordinator application process.

COLOR GROUP LEADERS

- Oversee the implementation of Discovery elements including, but not limited to, spirit dance, color group room set-up, color group activities such as fears bonfire, and communication to new students on behalf of the color group.
- Serve as primary counselor support for at least one assigned special program.
- Serve as a leader and role model for 10-12 student leaders. This includes taking on responsibilities related to returner expectations, peer mentorship, and more.
- Oversee recruitment strategies within your color group including, but not limited to, tabling events, social media outreach, and other forms of recruitment.

CREW LEADS

- Oversee the implementation of Discovery elements including, but not limited to, DC Olympics, mobley set-up, and crew coordination.
- Serve as primary counselor support for at least one assigned special program.
- Take on responsibilities related to the student experience of special programs and provide insight and feedback to professional staff members on the curriculum development. This can include developing content related to program curriculum.
- Oversee recruitment strategies within special programs counselors including, but not limited to, tabling events, social media outreach, and other forms of recruitment.

Additional Commitments | In addition to the responsibilities listed above we will ask Student Coordinators to...

- Be involved in the implementation of the NODA's (Association for Orientation, Transition, and Retention in Higher Education) Extended Orientation Institute (EOI) to be hosted at the University of Georgia on December 1 – 3.
- Assist in the recruitment and selection of the 2019 Dawg Camp Student Coordinators, include providing feedback on selection.
- Attend feedback and debrief meetings for all special programs and Dawg Camp Discovery
- Participate in an exit interview with the Staff Director at the conclusion of your experience.
- Participate in transition meetings with incoming Student Coordinators at the conclusion of your experience.

Committee Changes | In order to give emphasis and importance to camper recruitment, it will be essential that counselors have the time, space, and energy to devote to the tasks at hand. Committee tasks have been reassessed through Leadership Team responsibilities and the Dawg Camp Ambassador Team. This being said you will be responsible for coordinating staff recruitment efforts among Dawg Camp Counselors. Using the color group structure, Color Group Leaders will take on the role of leading recruitment efforts for their color groups. Using the support of the entire Leadership Team, CGLs will use the person power of their Color Groups to divide and conquer four different “committee” type roles. Each Color Group Leader/Color Group will be responsible for one of following:

- Individualized Social Media Efforts
- Staffing and Tabling during University Events
- Campus and Community Outreach
- Fundraising for Scholarships and Program Operational Costs

apply today!