Thank you for your interest in serving as a Viking Voyage Leader for 2020 - 2021. We are in need of mature, dependable, outgoing, friendly, energetic, and hardworking individuals to help welcome new students to Elizabeth City State University (ECSU) and make their transition to college smooth and memorable. Thus, we are looking for the best of the best in order to create a strong team of orientation student leaders to represent the University.

Please direct questions and/or concerns related to the application process to:
POSITION DETAILS

JOB DESCRIPTION

Viking Voyage Leaders are undergraduate staff who facilitate sessions for new students about the mission, vision, and values of the university. Viking Voyage Leaders serve as peer educators, group facilitators, performers, resource persons, and role models to new freshmen, transfer students, and their families in their transition to Elizabeth City State University. Viking Voyage Leaders use their personal experiences and their own transition to university life while facilitating educational sessions.

Viking Voyage Leaders are required to carry out general responsibilities such as participating in staff training, attending staff meetings and events, planning, preparing, and executing orientation related programs and activities which includes assisting new students and their families. New staff will be given a schedule of all orientation responsibilities for the duration of their contract. This schedule may be subject to change.

Viking Voyage Leaders will learn and practice specific skills, exhibit problem-solving strategies, and implement a university-wide program. The staff varies between 15 - 30 students each year; 1 - 2 student leaders assist in coordinating this student staff.

RESPONSIBILITIES

- Facilitate modules to your assigned group of first-year/transfer students on topics related to academic success, diversity, student engagement, healthy lifestyles, & personal safety.
- Attend all scheduled trainings.
- Attend New Student Orientation when scheduled.
- Be punctual & professional.

QUALIFICATIONS

- Must have completed 12 credit hours at ECSU by the end of the spring 2020 semester.
- Must have a cumulative GPA of 2.6 or higher at the end of the spring 2020 semester. This GPA minimum requirement must be maintained during the term of employment.
- Must be registered as an ECSU degree-seeking undergraduate student for at least 12 credit hours during both the spring 2020 and fall 2020 semesters.
- Must be in good standing with ECSU and the Office of the Dean of Students (i.e. no disciplinary probation, etc.)
- Must be available to attend Viking Voyage Leader training and supplemental activities beginning January 2020 – January 2021.
- Must have flexibility in your course schedule to accommodate trainings, orientation sessions, and admissions activities. Must be willing to work daytime, evening, and weekend hours as scheduled.

EXPECTATIONS

- Prioritize and plan work activities; use time efficiently and complete tasks on time.
- Volunteer readily; ask for and offer help when needed.
COMPENSATION
- On-campus housing for Summer 2020 Orientation and Training
- All meals on days of Orientation and Training
- An hourly amount will be provided for each staff member who participates in training, orientations, etc.
- Uniform
- Professional Development – Southern Regional Orientation Workshop (SROW)

IDEAL TRAITS
- Personal: Embraces diversity, outgoing, articulate, friendly, resourceful, takes initiative, responsible, organized, empathetic, creative, team player
- ECSU Specific: Demonstrates pride in the University and knowledgeable about campus resources
- Skills: Facilitation, public speaking, detail-oriented, communication, team-building, interested in the success of Orientation

CONDUCT & BEHAVIOR
- Uphold the mission & values of Elizabeth City State University
- Be a role model to their group of first-year and transfer students & other student staff
- Be a positive representative of the University

TIME COMMITMENT

<table>
<thead>
<tr>
<th>2020 Orientation Dates &amp; Training</th>
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<tbody>
<tr>
<td><strong>SROW Practice:</strong></td>
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<tr>
<td>• January: 14,16,26,21,23,28 (TR- 3:30 -5pm</td>
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<tr>
<td>• February: 1, 4,6,11,13, 18,20,25 27 (TR- 3:30 -5pm</td>
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<tr>
<td>• March: 7, 9,10, 11, 12 (MTWR- 7 – 10pm</td>
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| **SROW:** March 13 – 15 @ Western Kentucky University |
| **Training:** June 12 – 22 |
| **Orientation:** June 23 – 26; July 7 – 10; August 7; December 5 |
| **Week of Welcome:** August 7 – 11 |
| **All Open House Events** |

PROCESS & TIMELINE

| Part I | Online Application | Open: October 29, 2019 at 5:30 pm  
| Due: November 8, 2019 by 11:59 pm |
| Part II | Individual Interview | November 14, 2019 at 3:30 pm – 6 pm |
| Appointment emails will be sent after the verification that the student has met the minimal requirements. The process will take approximately one hour. |
| Part III | Group Interview | November 19, 2019 at 3:30 pm – 6 pm |
| Appointment emails will be sent after the verification that the student has met the minimal requirements. The process will take approximately one hour. |
| Part III | Notification of Selected Students | week of November 25, 2019 |

*Note: Failure to attend an Interview disqualifies you as an eligible candidate for the position.*