What Is Welcome Week?
Welcome Week is a way to welcome Auburn University’s new and returning students to campus fall semester. Welcome Week should provide new and returning Auburn University students with various programming and information to assist them in making Auburn University their home away from home. Students should have the opportunity through Welcome Week to get to know each other and the campus and become comfortable with the routine of campus life. Welcome Week is coordinated through the Division of Student Affairs’ Office of Student Involvement.

Welcome Week activities should represent a balance of these various activities in order to promote the development of the whole student.

- Academics & Academic Services
- Campus & Community Awareness
- Student Involvement, Leadership & Community Service
- Social Opportunities
- Cultural Diversity
- Wellness and Recreation
- Athletics
- Auburn University Traditions

Why should you be involved?
Welcome Week is not only a great opportunity for students to meet during the events, but also during the planning. You’ll be included in the process in either position you’re able, whether it’s planning or executing the events. You’ll have the opportunity to gain leadership skills, become involved directly with an Auburn tradition, and help make Welcome Week a success.

How can you get involved?
There are two different types of positions available, Project Coordinators and Welcoming Team. Project Coordinators will assist the leadership team over the summer with planning and preparing for Welcome Week. They will be responsible for different tasks and will execute various aspects of the planning project, while answering to their Directors. The Welcoming Team is just as necessary, as they will help with the event hands on by setting up and running the events. If you want to be involved with Welcome Week but won’t be here during the summer, we encourage you to sign up for the Welcoming Team.
Requirements for Welcome Week Project Coordinators

- Must be enrolled as a full time student at AU
- Must have a cumulative GPA of 2.5 or higher
- Must be returning to AU in the fall of 2015 as a full time student
- Must reside in Auburn during spring & summer 2015
- Available for weekly meetings during spring 2015 and summer 2015 (including class breaks)
- Must be in Auburn and available to prepare and participate in Welcome Week events
- Desire to serve Auburn University and other students
- Strong organizational and interpersonal skills
- Responsible and dedicated
- Desire to achieve excellence
- Team player
- May not serve as a Camp War Eagle Counselor

Requirements for Welcoming Team Members

- Attend April 30th meeting from 5-6
- Be available to attend and work 3 or 4 events during Welcome Week
- Exhibit great team work

Suggested Experience:

- Prior involvement in an organization, community service program, or a sports team where you had to exhibit leadership skills
- Experience planning or organizing events

Welcome Week Project Coordinator of Event Management (Four Positions)

- Attend and participate in all planning meetings
- Report to and maintain communication with Director of Event Management
- Head, plan, and attend a Welcome Week event
- Develop plan for the Welcoming Team Members for your event
- Ensure your event has proper permits, reservations, contracts, and approval in advance
- Other duties as assigned

Welcome Week Project Coordinator of External Relations (One Position)

- Attend and participate in all planning meetings
- Report to and maintain communication with Director of External Relations
- Assist in the recruitment of on-campus event partners
- Serve as a liaison for all event partners
- Develop resources to assist event partners in successful execution of respective events
- Assist in soliciting sponsorships from various community businesses and organizations
- Other duties as assigned
Welcome Week Project Coordinator of Marketing (One Position)

- Attend and participate in all planning meetings
- Report to and maintain communication with Director of Marketing
- Responsible for all aspects of Welcome Week Communications & Marketing
- Coordinate marketing efforts during Camp War Eagle Tiger Tables
- Develop social media marketing strategies to be implemented throughout the summer and during Welcome Week
- Assist in developing comprehensive theme for Welcome Week 2015
- Great sense of creativity and familiarity with various social media platforms
- Other duties as assigned

Welcoming Team Members (25-30 Positions)

- Attend April 30th meeting
- Sign up to execute 3 or 4 events during Welcome Week
- Report to Executive Director for assignments
- Check in with Project Coordinator during event with any questions
- Other duties as assigned

Meetings/Time Commitment:

- Spring Semester Project Coordinator Meetings will be held Thursday from 5-6 April 16, 23, and 30th. If you are unable to attend these meetings, you may still apply and the Leadership Team will work with you to find a meeting time. Welcoming Team Members will be asked to meet on April 30th, from 5-6.

- Summer Meetings will be held weekly at a day and time TBA. There will also be a training meeting in August for the Welcoming Team members to pass out t-shirts and concrete assignments.

- Leadership Team Members and Project Coordinators are expected to meet outside of regularly scheduled meetings to work on assigned tasks (approximately 5-10 hours per week)

- Project Coordinators will be required to assist in promotion during Camp War Eagle sessions.

- All Project Coordinators and Welcoming Team Members are required to be in Auburn and available the week leading to Welcome Week.

- Project Coordinators and Welcoming Team Members will be required to attend all large-scale Welcome Week Events that take place during Welcome Week 2015, August 13-22, 2015.

Classes/Jobs/Vacations: Project Coordinators are not required to attend classes the summer term, but are able to. Students working jobs or planned vacation time should seek approval from director prior to any commitments being made. With prior knowledge, it is possible to have a job, be enrolled in class, and plan out-of-town trips as a Welcome Week Project Coordinator.
Questions: Contact Kristen Keeter, Welcome Week Executive Director at klp0017@auburn.edu.

Application: The Welcome Week Project Coordinator and Welcoming Team Application can be submitted online through AUinvolve. Upon submission of your application, please sign up for an interview in Suite 3130 of the Student Center. You may access the application here: https://auburn.collegiatelink.net/form/start/64589