



## OWL Co-Chair Job Description

**Dates of Appointment:** Monday, May 16<sup>th</sup> – Sunday, August 21<sup>st</sup> 2022

*Start date is subject to change*

### Job Description

- Paid position of roughly \$9.30 per hour and 20 hours per week. Partially working as an Office Assistant for the Residence Life Leadership team and partially time to work on OWL tasks.
- Contributes a significant amount in the planning of the OWL program (training, fun events, etc.)
- Supervises 8 Area Coordinators, roughly 200 OWL-Coordinators, and over 1,500 OWLs.
- Helps create content for training and other sessions throughout the program.
- Will serve as an Office Assistant for the Residence Life leadership team staff in Archer House.
- OWL Co-Chairs are supervised by an OWL Graduate Coordinator and the Leadership & Involvement Specialist of Residence Life.
- Directly supervise 7-8 OWL Area Coordinators (ACs) throughout the program and during Move-In Day.
- Facilitate training of OWL Area Coordinators, OWL-Coordinators, and OWLs.
- Act as liaisons between OWL Leadership & Planning Team, ACs, OWL-Cs, and OWLs.
- Collaborates with other campus partners on projects, presentations, and more.
- Will have public speaking roles throughout the OWL Program and a couple times over the summer months.
- Serve as a positive role model throughout the OWL program.
- OWL Co-Chairs will be selected in late January and will be asked to assist in interviews for Area Coordinators and have at least one spring meeting to attend.

### Other Details

The OWL Co-Chair roles are the only undergraduate paid positions within the program. This is due to the extensive work that they will do over the summer to plan for the entirety of the OWL program. It's 20 hours of work per week and includes a meal plan and optional housing up until roughly the end of July. Please note that Housing is not able to be provided after the end of July if you do not plan to live on campus. If you will be living on campus next fall, you'd be able to switch from your summer housing placement to your Residence Hall.

As an OWL Co-Chair, you will work on improving materials from past years, reviewing materials, and create new initiatives to make the OWL program even better. You're able to bring your voice and personality to the planning process and help positively impact the Ohio State Welcome Leader program.

This role also includes facilitating activities and helping set-up and clean-up during OWL program events. This role serves on the OWL Leadership & Planning Team and helps lead it.