

Viking Guide Job Description (Live-out)

Statement of Purpose

Viking Guides (VGs) serve as live-out members of the Residential Education staff of Augustana College. Within this role, VGs are expected to share in the living community with first-year students, contributing to individual and community development by aiding in efforts and programming related to the orientation, transition, and persistence of first-year students.

VGs are responsible for leading a small group of first-year students, a New Student Seminar (NSS) group, during Welcome Week and fall orientation activities. Once classes begin, VGs continue to work with their NSS group by participating in the students' class. Throughout the course of the academic year, VGs will serve an integral role in the success of Campus Life programming with specialized training in the areas of orientation, transition, and persistence.

Orientation, Transition, and Persistence (OTP)

What is OTP? Broadly, OTP describes the many various factors and elements that go into helping our new students thrive and succeed when arriving to campus and throughout their college experience. OTP efforts and programs aim to aid in the successful social and academic transition for students beginning their college experience. Viking Guide staff members will be trained on Augie-specific OTP programs and will maintain a special focus on aiding in the transition of first-year students throughout the academic year.

VG Responsibilities

Programming: Responsible for providing and supporting opportunities that encourage a positive and healthy transition to Augustana College, including but not limited to:

- Welcome Week: Assist with the implementation of Welcome Week activities, to include promotion of and attendance at all events.
- The 30 Day Challenge: Assist with the development, implementation, and assessment of The 30 Day Challenge (programming that is geared toward healthy integration into campus during the first 4-6 weeks of the school year).
- NSS: Serve as a NSS student mentor, which requires attendance at each NSS class over the first half of the school year.
- Check-Ins: Participate in the completion of check-ins with each member of your group in November and December to ensure ongoing relationship building.
- Assist with ongoing first-year programming throughout the academic year.

Availability: Outside of Welcome Week training and the week of Welcome Week - August 26 through Sept 6 (which is 18+ hours per day) the commitment is 6-8 hours per week.

- Staff Meetings: A minimum of one hour in weekly staff meetings with the Assistant Director for Campus Life (First Year Programs) and/or Hall Director, and building VGs during the months of September and October. Additional meetings may be added, depending on staff needs.
- Check in with Welcome Week committee member once a week during the first 6 weeks of the school year.
- Fall Training: Tuesday, August 26 through Saturday, August 30, 2014
- Continued Staff Development/Training opportunities
- Hold "office hours" in either residence hall (two hours a week). VG's will sign up for hours as they are available through October.

- Be present and actively participate in an evaluation process of personal work and program evaluation
- Attend New Student Seminar (NSS) and actively participate and lead classes (Thursdays at 10:00 a.m., September through October).

VG Expectations

Positive Role Modeling

- Members and Self: Take an individual approach to get to know the members of the group, floor and building.
- Academics: Model strong prioritization and time management, attendance in class, meeting course expectations, good study habits, and maintaining a minimum 2.75 GPA each semester.
- Agents of the College: Represent themselves and the College in a professional manner.

Promoting a Positive Living and Learning Environment

- Community Development: Intentionally build community through thoughtful engagement.
- College Policy: Adherence to the rules and regulations pertaining to student behavior.

Diversity and Inclusion

- Statement of Inclusion: All students be given respect and the ability to live within an environment free of discrimination, harassment, and intolerance.

Qualifications

- Strong communication skills
- Ability to balance multiple commitments
- Ability to work autonomously
- Ability to work collaboratively with a range of professional and student staff
- Demonstrate initiative and leadership
- Positive attitude and support Campus Life programs and resources
- A strong desire to assist first-year students and connect them with the Augie community
- Understand, appreciate, and respect the diversity of all students, while creating an inclusive environment within your NSS group and community
- Be knowledgeable of the campus and the support resources available to students