Colonial Inauguration
2016 COLONIAL CABINET
POSITION DESCRIPTION

Job Summary

Members of the 2016 Colonial Cabinet (Cabinet) will welcome, transition, and integrate new undergraduate students and their families to the George Washington University (GW). In this role, Cabinet members will assist GW faculty and staff in providing a comprehensive, efficient, and personalized method of academic advising, course selection, and registration for new students. Cabinet members will facilitate small group meetings with incoming students and family members, partner with GW staff members to present on their department/office’s resources, and assist with administrative tasks ranging from email correspondence to preparing handouts and materials for Colonial Inauguration (CI) sessions. Cabinet members will serve as ambassadors to GW and as a role model and resource for incoming students and their family members.

A series of voluntary and welcoming get-togethers for Cabinet members will begin on February 28, 2016 and be held on Sundays throughout the end of the Spring 2016 semester. Attendance at these get-togethers is encouraged but not required. Employment as Cabinet members begins on May 11, 2016 (the beginning of mandatory summer training) and ends on August 15, 2016. Some Cabinet members may also be compensated hourly for Scenes from College Life during the Spring 2016 semester and/or rehired and compensated for Fall CI (training and Fall CI session) from August 15 through August 27, 2016 (Move-In Day). Cabinet Members cannot miss required summer training and/or CI sessions without prior approval.

Qualifications

Successful Cabinet candidates must demonstrate:

1. Understanding and support the goals of CI.
2. Enthusiasm and respect for the GW.
3. The desire to be involved on campus and/or in the community.
4. A willingness to be flexible throughout required training and CI itself. Flexibility and maturity are paramount.
5. Good academic, judicial, and financial standing with GW. You will be expected to disclose in your application whether you are not in good standing, and if you have ever been found in violation the Code of Student Conduct, including providing an explanation. No one may serve on the Cabinet while on academic or disciplinary probation.
6. Commitment to attend all of the mandatory dates outlined on the attached Supplemental Information sheet; unexcused absences will not be permitted from May 16 - June 30, 2016. If you have a conflict with any of the dates, please mention the date(s) and reasons in your application.
7. Live and sleep on campus in your assigned CI residence hall for the duration of CI, including summer training.
8. Return to GW as an undergraduate student for the next academic year. If you are planning on studying abroad during the Fall 2016 semester, you must provide the Director of CI with the details of your departure schedule as soon as possible.

Offers of appointment for the Cabinet are contingent upon successful completion of a background screening, to include a criminal background check. GW is an Equal Employment Opportunity/Affirmative Action (EEO/AA) employer committed to maintaining a non-discriminatory, diverse work environment. GW does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law in any of its programs or activities.
SUPPLEMENTAL INFORMATION

Important Dates

- Group interview process (Saturday, January 23 from 9am-2pm)
- Individual interviews (January 26-February 10; 20 minute slots)
- Voluntary Teambuilding Activities (3-4 hours/week, February 28-April 24, from approximately 1-5pm)
- CI Publication Shoot (February 24 and 25)
- Voluntary Spring Day Retreat (Sunday, March 6 from 9am-6pm)
- Voluntary Inside GW Days (April, dates TBD)

Mandatory Dates

Spring 2016:
- If participating in Scenes from College Life, there will be 9 hours of mandatory training during the Spring Semester for which additional compensation will be provided
  - Sunday, March 7 from 2-5pm
  - Sunday, April 3 from 2-5pm
  - Sunday, April 10 from 2-5pm

Summer 2016:
- Summer Training (May 11- June 7; times TBD)
- Summer Retreat (overnight; May 16-17)
- Summer CI (includes Prep day)
  - CI 1: June 8-11
  - CI 2: June 15-18
  - CI 3: June 21-24
  - CI 4: June 27-30

Fall 2016: (For rehired Cabinet members only)
- Fall Training (August 15- 22; times TBD)
- Fall CI (August 23-26; includes Prep day)

Benefits

1. Personal and professional development opportunities in a positive and supportive environment.
2. Learn helpful, important information about GW programs and resources.
3. Experience working with a diverse group of individuals to accomplish a unique task.
4. Enhanced pride in yourself and GW from helping new students and their families transition into our community.
5. Meeting and working with GW administrators and faculty.
6. Cabinet Members will be compensated hourly.
7. GW-provided housing from May 18 – early Fall move-in 2016 (tentatively August 15).

A Cabinet member’s employment, or offer of employment, may be terminated if it is determined that he/she is not maintaining good academic, financial, or judicial standing; not maintaining satisfactory performance; or not able to work productively as a team member or with another CI staff member. In addition, a Cabinet member’s employment, or offer of employment, may be terminated if he/she is insubordinate, if he/she does not show improvement after performance or conduct concerns have been raised. A Cabinet member’s employment may also be terminated if he/she does not consistently support the goals of CI or GW in both attitude and character, thus jeopardizing the success of CI.

Applications for the 2016 Colonial Cabinet will be available online beginning Friday, November 20, 2015. Applications will be due on Friday, January 15, 2016. Feel free to contact us at cihq@gwu.edu with any additional questions!