

# Kirby Student Center

## *Bulldog Beginnings*

### Team Position Descriptions

**KIRBY STUDENT CENTER**

UNIVERSITY OF MINNESOTA DULUTH

Driven to Discover

The purpose of Bulldog Beginnings is to help new students transition to UMD and support their integration into their academic and social life of the University. The programming consists of numerous events – both before the semester begins and throughout – designed to help students meet other students, learn about opportunities, services, and academic expectations.

Through the program (which begins with Move-In on Thursday), the Bulldog Beginnings Team serves as resources and mentors for new students who are making the transition to UMD. Each position has different roles and responsibilities for supporting new students.

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There are two separate positions you can apply for: Bulldog Welcome Crew Members or Event Staff. Please review the responsibilities and time commitment and required dates/events for each position. Individuals can apply for one or both positions. The application can be found at: <https://forms.gle/MMZNSJzftqe9Xs89A>

## **Bulldog Welcome Crew Member**

### Duties/Responsibilities:

The Bulldog Welcome Crew Members will assist in orienting new students to campus. This includes:

- Participating actively and assisting with all required student events, including late-night social events
- Guiding students to various locations
- Role-modeling appropriate academic and social behaviors to incoming students
- Serving as an ambassador for UMD
- Answering fundamental questions about UMD service, facilities, and activities
- Being prompt, prepared, and positive
- Abiding by and reinforcing University policies
- Promoting participation in welcome week events
- Assisting with residence hall move-in
- Supporting the Bulldog Beginnings program

### Compensation and Benefits

- \$300 stipend
- Meals during trainings and through welcome week
- T-shirts and other freebies
- Valuable leadership experience
- Early move-in to campus residence halls and apartments at no charge

### Time Commitment

- Student leader training
- Welcome Week: Aug. 22-25 (time varies)
- Welcome (Back) Week: Aug. 26-Sept. 2 (time varies)
- Assisting with at least 2 first-year programs events throughout Fall 2019

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## Event Staff

### Duties/Responsibilities:

The Event Staff manage, facilitate, and encourage student participation. It offers the opportunity to be a member of a dynamic team and gain experience in delivering large-scale events while strengthening detail management skills.

- Encouraging student participation in events
- Creating a welcoming environment for new students
- Managing entrance to all program events
- Tracking attendance for events
- Collecting data to identify trends in cohorts of students and address ways to better serve students
- Working as a UMD Guide
- Assisting lost students before and after events
- Role-modeling appropriate academic and social behaviors to incoming students
- Serving as an ambassador for UMD
- Assisting with residence hall move-in
- Supporting the welcome week program

### Compensation and Benefits

- \$300 stipend
- Meals during trainings and through welcome week
- T-shirts and other freebies
- Valuable leadership experience
- Early move-in to campus residence halls and apartments at no charge

### Time Commitment

- Student leader training
- Welcome Week: Aug. 22-25 (time varies)
- Welcome (Back) Week: Aug. 26-Sept. 2 (time varies)
- Assisting with at least 2 first-year program events throughout Fall 2019

## Required Qualifications

- Must be a current UMD degree-seeking undergraduate student registered for the Fall 2019 semester.
- Have a cumulative GPA of 2.5 or above
- Energy, enthusiasm, and sensitivity for assisting students facing many new experiences
- Demonstrated effective teamwork, communication, critical thinking, and conflict resolution skills
- Excellent customer service skills
- Ability to work individually and within teams
- Overall understanding of Kirby Student Center and UMD

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### Questions & Selection Information

- Contact Emily Borra at 218-726-8740 and/or [ekborra@d.umn.edu](mailto:ekborra@d.umn.edu) for more information
- Visit the Bulldog Beginnings webpage at

### How to Apply

The application can be found at: <https://forms.gle/MMZNsJzftqe9Xs89A> Applications will be accepted until April 22<sup>nd</sup>.

**Program/ Unit Description:** Kirby Student Center is the hub of student activities on the UMD campus. KSC houses and supports more than 270 student organizations, the Kirby Leadership Institute, the Welcome Desk, and Event and Conference Services. Through the efforts of ten professional staff and more than 30 student employees, Kirby strives to offer a positive and engaging experience for everyone the UMD campus.

**OUR MISSION** Kirby Student Center creates community at the heart of campus. We do this by serving the needs of the campus and community by providing involvement opportunities, services, programming and facilities that promote and strengthen the student learning experience for everyone on the UMD campus.

**OUR VISION** We will be the true center of campus: the place where students, staff, faculty and community will meet to learn from each other and share experiences in inclusive, innovative and inspiring ways.

**OUR VALUES** Student development, connection, inclusivity, support and excellence.