Welcome to the greatest coop ever! I’ll start off by saying not to be nervous; the people in this office are among the funniest, most generous, and most supportive people in the world. This office will quickly feel like home. Third, I’ll share with you some golden information: Mike keeps candy in his office.

During the first few weeks, you’ll be asked to do a bunch of different things. Some of these tasks will include setting up the Intranet and your NEU staff email (you can admit how awesome that is – it’s only kind of dorky), learning the names of the VC staff and the staff members that work upstairs, and getting acquainted with the large amount of information provided in that binder. It will feel overwhelming at times. Remember, this is not a class. There will be no tests. Work at your own pace, and break it down to make it manageable for yourself and your learning style. No one expects you to know the entire information session right away! Also, when it gets to be too much, take some time to make fun of Cory. It’s a good stress reliever.

If you begin in July, like I did, you will likely be asked to give tours to prospective students and families. If you were previously a tour guide/ Husky Ambassador, this will be super easy and kind of cool because you'll be getting paid for something you’re used to not being paid for. If you were not previously a tour guide, you will go through a whole range of emotions. If you're anything like me, the first will be excitement. It’s your first real Admissions-related task! It’s public speaking experience! You get to be the face of NU! You'll take some time to shadow and co-lead tours until you feel ready to give one yourself.

The second emotion is nervousness. What if I forget where Egan is? What if one of the buildings is locked? What if I get locked in the dorm room and the entire tour is left to fend for themselves in an unknown city? Breathe. Your first tour will go fine. You may not have all your jokes down, and you may have forgotten to mention D’Amore McKim as you walk through Krentzman, but overall it will be lovely. Be proud of yourself.

The next emotion will be cockiness. You’ll get so good at tours that you could do it with your eyes closed, and still manage to make all the parents chuckle. You’ve got great jokes, you remember the dorm room code without having to double check, and you’ve got your “tour guide” voice down. This is what it feels like to be a pro.

The final emotion will be frustration. You’ll have done so many tours and answered so many dumb questions that the thought of being signed up for one more has you considering ways to lose your voice so you can get out of it (Opera? Shouting match? Drinking hot sauce?). Stay strong. Remember that it’s beautiful outside, the people love you, and that you’re doing a service to the greater good. (I started wearing a FitBit so at least I was racking up the steps). And, if it becomes too much, you can always yell about the stupid people to your friends after work.

Eventually, your tour days will be over, and it will be a day for celebration (at Conor’s directly after work). Now, remember that information session? Time to kick into gear and really start to nail it down. You’re a pro at public speaking by now, so that part isn’t the problem anymore. This is just more pressure; parents are staring at you instead of walking with you, and it’s much more serious. Again, breathe. You will learn to love it. Keep your script with you for as a long as you need to – no one cares. However, the day you finally relinquish the script is one of the most rewarding feelings ever. Look how far you’ve come already, and it’s only October!

There are many things to look forward to during these six months. I have compiled a list of things that proved to be well worth the wait:

1. Your first college fair. It is incredibly cool to meet all the excited kids and market Northeastern. It is also cool to see how much interest Northeastern gets as compared to other schools.
2. File-review training, and all the free food that comes with it. You will eat better food during that week than you did in the entirety of your freshman year.
3. Anyone and everyone’s birthday. These people are big on birthdays. Even if you don’t know the Birthday person’s name yet, you are allowed to eat the cake.
4. After an information session or tour, someone will likely give you a glowing review and tell you that you're great. You will feel embarrassed and shy in the most gratifying way, and it will motivate you to continue slaying the game.

5. Getting to read an application and give a rating. Even if Admissions isn’t your dream field, there is something incredibly satisfying about reading and ranking an application. You will also be terrified of how much smarter these kids are than you.

6. Jessi will share hilarious YouTube videos with you that you will then steal and show to everyone you know as if you discovered them yourself. Remember that it is both healthy and mandatory to laugh until you cry at least 3 times a month.

7. Someone, at some point, will either send you a Thank You email, or a Thank You letter. It is ok to feel like Beyonce upon receiving this, and it is okay to refer to it as fan mail in front of all of your subordinates.

8. Mike will become your role model, mentor, and close friend all at once. The moment you realize this, take time to thank whatever higher power you believe in that such a wonderful person has come into your life.

9. The Wollaston’s sandwich people will know and recognize you. You will feel like a lunchtime celebrity.

10. Kara tells a lot of stories that are supremely ridiculous and wildly humorous. You will start to realize that she knows almost every human on the face of the earth, and start to suspect that she may be a secret agent. (She isn’t).

11. The free meal passes. You never thought IV was cool until someone else is paying for your food.

At the risk of rambling on for many more pages, I will conclude this witty and very well written letter by giving you some advice. The following pieces of information are quite important, and I hope that they make your transition as easy and fun as possible.

- Make friends with Denise. She is easily the sassiest and most wonderful being that exists on this planet, and saying hello to her each morning will make both of your lives better.

- Ryan dresses better than anyone in this office. Go to him for any fashion related issue and he will use words like “cranberry” to describe colors. He is smarter than you.

- Introduce yourself to the tour guides, minglers, and part-timers. It just makes things more fun.

- If you offer to work an event, like Welcome Day or Junior Day, it comes with free food. Many things come with free food. This is good. Take advantage of this.

- Talk to people. Talk to visitors (of course), but talk to staff members. Get to know the people you work with every day. They are wonderful connections, but they are also wonderful people. Their stories, perspectives, and advice will enrich your life.

- When you’re answering emails and working at your desk, drink water. You should always be drinking water. It’s good for you. That concludes my life advice for this letter.

- The people in this office know their food. They know the best restaurants and the best recipes. Ask!

- Courtney is a great resource for rewriting resumes – she helped me with mine and I’m sure would love to help you with yours.

- If it’s raining, grab the rack that’s directly across from the VC Suite entrance that has plastic bags for people’s umbrellas. Put that in the little foyer between the main entrance doors and the doors to the outside. People will like for you doing that.

- People get stressed. Be the happy face and the shining light. That’s a big part of being a team member.

Overall, I cannot stress enough that you need to enjoy yourself. Laugh a lot, make close friends, work hard, take care of yourself, and ask questions. You will have more fun during work hours than you ever thought possible. You will accomplish so much in such a short time. You will gain so much experience, and get so much exposure to a brand new field. It goes by so fast. Remember to breathe and to take it slow. Lastly, remember to say thank you, because these people and this place are guaranteed to change your life.

Any questions, or if you would like to send me fan mail, hit me up anytime.

Best of luck,

Kelliann