

Orientation Leader Application

Arkansas State University

APPLICATION DEADLINE: Friday, October 26, 2007
Tribal Leadership Center, Suite 2067 in the Student Union

What is New Student Orientation?

New Student Orientation is a program designed to help our newest A-State students become familiar with our campus while gearing up for academic success. The one-day freshman and transfer program includes academic advising, course registration, discussions with student leaders, student interest sessions, and opportunities to meet other new students.

Orientation is offered many times throughout the year to new freshman and transfer students. However, the summer months are our busiest times for new students (May - August). Two spring Orientation sessions also take place in April before the summer sessions begin.

What does an Orientation Leader do?

As an Orientation Leader, you would provide guidance and information about Arkansas State University, to new freshmen, transfer students, and their guests. The responsibilities of a leader include:

- ❖ Facilitating student group discussions pertaining to University policies and environment.
- ❖ Facilitating tours of campus and highlighting various aspects of campus life.
- ❖ Coordinating programs for Orientation students.
- ❖ Providing assistance with course availability and course registration.
- ❖ Explaining on-line computer tools such as the schedule of classes and registration.
- ❖ Assisting with all aspects of New Student Orientation, including but not limited to:
 - Creating participant folders, providing information during break-out sessions, greeting guests, and check-in during program days.
 - Drawing from personal experiences to answer questions that may pertain to Arkansas State University and the college environment.
 - Lifting boxes and transporting materials around campus.

What are the minimum qualifications to apply?

To apply for a position, you must:

- ❖ Have (1) a minimum 2.75 cumulative GPA as a continuing ASU student, or (2) 2.75 GPA from another college as a new transfer student at the time of application and you **MUST** maintain a 2.75 or higher GPA throughout your employment through August 2008.
- ❖ Have completed 30 credit hours by May 2008 and be enrolled in at least 12 credits for both Spring 2008 and Fall 2008 as an undergraduate student.
- ❖ Orientation Leaders must remain in good academic and judicial standing with the University during their tenure in the position, not violate the Student Code of

Conduct, and conduct themselves in an appropriate manner as is reflected by the Student Conduct Code both in person and electronically via the Internet (myspace.com, Facebook, etc).

Mandatory job requirements:

If you are selected to serve as an Orientation Leader, you must commit to the following:

- ❖ Attend the Orientation Leader Weekend Retreat in January 25-27, 2008.
- ❖ Enroll in the Leadership Course for Tribal Leaders, UC 1002, a 2-credit course held on Monday from 3:00 pm – 5:00 pm during the Spring 2008 semester.
- ❖ Work ALL summer New Student Orientation sessions.
- ❖ Participate in ALL Orientation preparation workshops.
- ❖ Will not take any Pre-Session or Summer Session courses – if you plan on taking courses, they MUST not interfere with New Student Orientation sessions and other events

What is the application process?

- 1) Complete and submit the attached application by **5:00 p.m. on Friday, October 26, 2007**. Completed applications should be turned in to the Tribal Leadership Center, Suite 2067, in the Student Union.
- 2) Submit two letters of reference by **Friday, October 26, 2007**. Reference letters should be turned in to the Tribal Leadership Center, Suite 2067, in the Student Union. Only two letters of reference per candidate will be accepted. References must include:
 - a) At least one reference must be from an on-campus employee.
 - b) Recommendations should be placed in a sealed envelope.
 - c) Submit references with your application.
 - d) References from undergraduate students/peers/RAs/CAs are **NOT** acceptable.
- 3) Completed applications will be reviewed by the Tribal Leader Selection Committee. Selected candidates will be invited to participate in an individual interview. All candidates will be notified of their status via email on or before Tuesday, October 30 2007.
- 4) If you are one of the selected candidates for an interview, you will need to sign up for an interview at the Tribal Leadership Center, Suite 2067, in the Student Union. Interviews will be conducted on Friday, November 2, 2007.
- 5) After interviews are conducted, the Selection Committee will finalize the qualified applicants for Orientation Leader. The 2008 Orientation Leader staff will be announced by Thursday, November 8, 2007.

What is the compensation?

Orientation Leaders are paid a salary of \$50 per New Student Orientation session. Meals will be provided during all orientation sessions.

What type of training will be provided?

Orientation Leaders will take a required two-credit course, UC1002, in the Spring 2008 semester. This class will be held on Mondays from 3:00 pm – 5:00 pm. YOU MUST

ATTEND ALL SCHEDULED CLASSES. Students must earn the equivalent of an A or B in the course to serve as a leader.

- ❖ The course will help you develop knowledge in the following areas:
 - New Student Orientation information
 - Oral communication skills
 - Leadership skills
 - Campus information
 - Registration and enrollment procedures
 - Leading group discussions
 - Working effectively with parents, peers, staff and faculty
 - Giving campus tours
 - Utilizing the campus-wide computer system and on-line tools to assist with registration
- ❖ All leaders will participate in an additional training session, Orientation Leader Weekend Retreat, January 25-27, 2008.

What else should applicants know about the job?

- ❖ An Orientation Leader must make a **commitment** to the program and helping new students.
- ❖ The work hours during each program are long and involved (including moving boxes).
- ❖ Drinking alcohol while on the job is **NOT** acceptable. This includes the evenings before New Student Orientation.
- ❖ **NO** drugs are allowed at any time.
- ❖ You must maintain high standards of ethical behavior and professionalism regarding new students and parents.

Questions? Questions?

Should you have further questions about the selection process or about the position, please contact Natalie Eskew, neskew@astate.edu or call the Tribal Leadership Center at 972-2055.

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Arkansas State University
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Name: _____

Local Address: _____

Local Phone: _____

Permanent Address: _____

Permanent Phone Number: _____

Email Address: _____

ASU ID #: _____ Date of Birth: _____

Academic Classification: _____ Major: _____

Hours Completed:* _____ Current GPA: _____

**Preferably 30 hours completed by the end of Spring 2008.*

** Must have one semester of school left following NSO 2008*

Cumulative GPA: (Must have 2.75 ASU GPA or higher): _____

With the application, please submit the following:

- ❖ Two letters of reference (New Applicants Only)
- ❖ A resume that includes your current and previous campus organizations and leadership positions
- ❖ Typed responses to the questions

I understand that, if selected, I, _____, will be required to sign an agreement to serve as a member of the Orientation Leader Team for 2008. I will register for the UC 1002 Leadership Course, attend ALL scheduled meetings regarding the Orientation Leader Program, be available for ALL New Student Orientations* during 2008, and abide by the policies/procedures of the organization. (*Class will not be considered an excuse to miss NSO.) I also understand that, failure to comply with the above stated agreement, to achieve an A in UC 1002 or falsifying any part of my application can result in termination of employment.

Signature of Applicant

Date

RESPOND TO THE FOLLOWING QUESTIONS:

Please type a response to each of the applicable questions below on a separate page(s). Please limit each of your responses to no more than 300 words. Be sure your name appears on all additional pages.

RETURNING LEADERS ONLY:

1. Explain why you want to return as a 2008 Tribal Leader.

NEW APPLICANTS ONLY:

1. Explain why you want to be a 2008 Tribal Leader.
2. What characteristics do you possess that make you a unique addition to the Orientation Leader team?
3. Describe one of the most memorable activities in which you have participated at Arkansas State University.
4. What role does New Student Orientation play at Arkansas State University and why is it important for incoming students?
5. What are 5 pieces of advice you would give to a new student?
6. Describe yourself in one word.

Please remember to submit your completed application (including references and resume) by 5:00 PM, Friday, October 26, 2008, to the Tribal Leadership Center, Suite 2067.