**2014 ORIENTATION LEADER Application Packet**

Thank you for your interest in the 2014 Orientation Leader position. New Student Programs (NSP) is excited that you are considering applying for this leadership opportunity. Orientation Leaders play an integral role in leading the small group discussions for first-year students and working with their faculty/staff welcome team member. Orientation Leaders also help with move-in, president’s welcome, opening ceremony, First Flyer classes and other NSO activities. In this packet you will find all the information you will need to assist you in applying for the position.

**ORIENTATION LEADER APPLICATION TIMELINE**

**Submit Application-**Your application is due no later than **Monday, March 31 2014 at 4pm** to New Student Programs, 131 Gosiger Hall or electronically to [flanagan@udayton.edu](mailto:flanagan@udayton.edu).

**Complete Interview-** Interviews will be conducted **Wednesday, April 2nd**, **Thursday, April 3rd and Friday, April 5th, 2014**. You will be required to sign-up for one group interview slot.

**Final Selection Letters-** A letter detailing the selection results will be available on **Monday, April 7th, 2014 after 1:00pm**. Candidates offered a position are expected to accept or decline the job offer by **4pm on** **Wednesday, April 9th, 2014.**

**ORIENTATION LEADER 2014 JOB DESCRIPTION**

**GENERAL-All Orientation Leaders do the following:**

* Return to campus two-three days before first-year move-in day
* Attend all staff training and development
* Move In
* Work move-in day at assigned location
* New Student Orientation
* Serve as a primary student leader for all team time discussions
* Work collaboratively with the assigned faculty/staff welcome team member
* Assist with President’s Welcome, Opening Ceremony, Closing Ceremony
* Take attendance and ensure evaluations are completed, collected and returned to NSP office
* Other Orientation duties as assigned-this position requires walking long distances, standing, walking up & down stairs, Serve as a primary student leader for all small group discussions

**REQUIREMENTS:** Must be a current UD student who is both in good academic and non-academic standing with the University. Must have and maintain a minimum cumulative GPA of 2.0 (3.0 or higher is preferred).

**REPORTS TO:** The Director/Assistant Director of New Student Programs jointly

**COMPENSATION:** $250 Enrollment Management NSO Scholarship, Early Move-In, meals during training and staff t-shirts.

**Work Schedule:** April: some pre-scheduled training hours; August: One week of training during the week prior to Move-in 2014; September/October: work one shift at an Enrollment Management Open House and/or Family Weekend. Schedule varies during orientation programming and includes required late night and weekend work.

**ORIENTATION LEADER QUALITIES 2013-2014**

# Responsible

* Flexible
* Good Sense of Humor
* Positive Attitude
* Pride in UD
* Takes Initiative
* Leadership Ability
* Self-Confident
* Positive Role Model
* Friendly
* Dependable
* Helpful
* Self-Motivated
* Creative Problem-Solver
* Punctual
* Team Player
* Able to Value Communicate with People of Various Backgrounds and Personality Types
* Dedicated to the Goals of the New Student Programs Office

**Orientation Leader Application 2014**

Completed applications are DUE **Monday, March 31st, 2014 at 4pm** to New Student Programs, 131 Gosiger Hall or submitted electronically to flanagan@udayton.edu

**SECTION I: STUDENT INFORMATION**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ID#:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cell Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Classification:** First-Year Sophomore Junior Senior **G.P.A.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Major:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expected date of graduation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION II: Questions –** In a separate word document, 12 point Arial font, please provide answers to the following questions. Email the word document to [flanagan@udayton.edu](mailto:flanagan@udayton.edu) or attach to this application.

1. **Describe an experience you have had with serving on a team. Based on your observations, what qualities helped the team to be successful? How did you contribute to the team’s success?**
2. **What was most memorable about your orientation experience? How can you help New Student Programs make orientation memorable for the incoming class of First Year students?**
3. **Why are you the best candidate for an Orientation Leader position for 2014?**

**SECTION III:** **REFERENCES**

You are required to include two recommendations with your application. At least one reference must be from a UD faculty/staff member. Recommendation forms can be downloaded at <http://go.udayton.edu/nso> , complete the top section, and give it to your references. They must submit the recommendation to Melissa Flanagan in the Office of New Student Programs (Gosiger 131).

Name: Position/Title:

Phone: \_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_

Name: Position/Title:

Phone: \_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_

**SECTION IV: VERIFICATION OF STUDENT INFORMATION**

I certify the above information is accurate to the best of my knowledge. You have my permission to verify my grade point average. I authorize the office of Community Standards and Civility to release my behavioral records and non-academic standing to the office of New Student Programs.

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Signature of Applicant Date