**2013-2014 STUDENT COORDINATOR Application Packet**

Thank you for your interest in the 2012-2014 Student Coordinator position. New Student Programs (NSP) is excited that you are considering applying for this excellent leadership opportunity. Student Coordinators fulfill an integral role within the New Student Programs Office by working to assist in the development and facilitation of all department services and programs including but not limited to: new student orientation, orientation student staffing, Camp Blue, Weeks of Welcome (W.O.W.), and Family Weekend. Student Coordinators are peer supervisors of the entire orientation student staff and their leadership is consistently recognized by all levels of the university. In this packet you will find all the information you will need to assist you in applying for the position.

**STUDENT COORDINATOR APPLICATION TIMELINE**

**Submit Application-**Your application is due no later than **Tuesday, October 1st, at 4pm** to New Student Programs, 131 Gosiger Hall or electronically to flanagan@udayton.edu.

**Complete Interview-**When you submit your completed application, you must also sign up for a mandatory individual interview. The interviews will be conducted **Thursday and Friday, October 3rd and 4th, 2013**.

**Final Selection Letters-**letter detailing the selection results will be available on **Monday, October 7th, after 1:00pm**. Candidates offered a position are expected to accept or decline the job offer by **Noon on** **Wednesday, October 9th, 2013**.

**STUDENT COORDINATOR OF ORIENTATION 2013-2014 JOB DESCRIPTION**

**GENERAL-All Student Coordinators do the following:**

* Assist NSP with all aspects of the planning and implementation of Orientation programs for the fall, spring and Camp Blue
* Serve as a primary coordinator responsible for one or more of the following: Academic Engagement, Camp Blue, & Transportation, and Orientation Programming (see below for more information)
* Serve as the Peer Supervisor of the Team Leaders, Blue Crew Counselors, and Orientation Leaders
* Assist with all aspects of orientation staff recruitment including but not limited to: marketing, staffing information tables, holding information sessions with various student groups, conducting group and individual interviews, and making final recommendations for selection
* Assist with all aspects of orientation staff training and development
* Assist with development of all publications and marketing materials
* Assist with all aspects of planning and implementing Family Weekend
* Assist with providing quality customer service in person and via electronic and telephone communication
* Assist with general office tasks including but not limited to copying, faxing, filing, and running errands
* Serve as student representative on assigned committees as assigned
* Other Orientation duties as assigned-this position requires walking long distances, standing, walking up & down stairs, some light lifting.

# AREAS OF CONCENTRATION-to be assigned

* Academic Engagement
* Welcome Team and Orientation Leader Training
* Convocation
* Team Time Organization and Preparation
* Camp Blue
* Blue Crew Counselor Training
* Planning and implementing off site camp activities
* Organization and management of on-campus camp activities
* Camp Assessment and evaluation
* Orientation Programming(2)
* Opening and Closing Ceremony
* Team Leader and Blue Crew Training
* Orientation Staffing
* Early Drop-Off/Move-In Day Logistics
* Communication and Transportation

**REQUIREMENTS:** Must be a current undergraduate 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). A Student Coordinator may only take summer courses with approval of NSP Director.

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

**HOURLY WAGE:**  $7.85per hour

**WORK SCHEDULE:** This is an 11 month appointment from November 2013 to October 2014. November – May: 10-12 hours per week; June-August:30 hours per week. Student Coordinators will work with supervisors to set regular schedule during academic year. Schedules vary during orientation programming and include required late night and weekend work.

**Student Coordinator Application 2013-2014**

Completed applications are DUE **Tuesday October 1st, 2013 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What type of computer experience do you have? (circle all that apply)**

**Word Excel Access Publisher Web Design Other** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your interest ranking of Student Coordinator areas of concentration (1=1st choice – 4=last choice):**

**\_\_\_\_ Academic Engagement \_\_\_\_ Camp Blue \_\_\_\_ Orientation Programming (2)**

**If you are not selected for a Student Coordinator position and you would like to be considered for other NSO positions, please rank the following (1= 1st choice - 3= last choice or leave blank if not interested):**

**\_\_\_\_ Team Leader \_\_\_\_ Blue Crew Counselor \_\_\_\_ Orientation Leader**

**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. **List two challenges of supervising your peers and what strategies you will use to overcome these challenges with your staff.**
4. **Describe your time management skills. How do you plan to manage both your academic work and work responsibilities?**
5. **Why are you the best candidate for a Student Coordinator position for 2013-2014?**

**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