**2013-2014 TEAM LEADER Application Packet**

Thank you for your interest in the 2013-2014 Team Leader position. New Student Programs (NSP) is excited that you are considering applying for this excellent leadership opportunity. Team Leaders play an integral role in assisting with the planning and implementation of population specific orientation programming and are a critical part of the NSP student leadership team. Team Leaders serve are secondary peer supervisors for the Blue Crew Counselors and Orientation Leaders and their leadership contributions are recognized throughout the university. In this packet you will find all the information you will need to assist you in applying for the position.

**TEAM LEADER APPLICATION TIMELINE**

**Submit Application-**Your application is due no later than **Thursday, October 24th, 2013 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 **Monday, October 28th, and Tuesday October 29th, 2013**.

**Final Selection Letters-**letter detailing the selection results will be available on **Wednesday, October 30th, 2013 after 1:00pm**. Candidates offered a position are expected to accept or decline the job offer by **Noon on** **Thursday November 1st, 2013** and must be available to work 3-6pm on November 15th and all day November 16th.

**TEAM LEADER OF ORIENTATION 2013-2014 JOB DESCRIPTION**

**GENERAL-All Team Leaders 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 leader responsible for one or more of the following: Spiritual Engagement and Commuter, Diverse Populations, Parent & Family, and Transfer programs (see below for more information)
* Serve as the Peer Supervisor of the 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 population specific publications and marketing materials
* Assist with 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

* Commuter Programs
* Commuter Meet N Greet
* Commuter Small Groups Meetings
* Night at the Rec
* Diverse Population Programs
* Transitions Welcome
* International Student Welcome
* Meet and Greets
* Art Street Fair
* Parent & Family Programs
* Parent Session (Camp and NSO)
* Reader’s Theatre
* Resource Fair
* Parent Social
* Transfer Programs
* Transfer Meet N Greet
* Transfer Program
* Part in the Plaza

**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 Team Leader may only take summer courses with approval of NSP Director.

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

**HOURLY WAGE:**  $7.85 per hour

**WORK SCHEDULE:** This is a 9 month appointment from approximately January 2014 to October 2014. November 2013: some pre-scheduled training hours; January – April: approximately 10 hours per month; July – August: 20 hours per week; September – October: 10 hours per month. Team Leaders will work with supervisors to set regular schedule during academic year. Schedules vary during orientation programming and include required late night and weekend work.

**TEAM LEADER QUALITIES 2013-2014**

* Responsible
* Mature
* Flexible
* Able to Handle Multiple Tasks
* 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
* Able to Value and Communicate with People of Various Backgrounds and Personality Types
* Effective Communicator
* Team Player
* Dedicated to the Goals of the New Student Programs Office

**Team Leader Application 2013-2014**

Completed applications are DUE **Monday, October 21st, 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 Team Leader areas of concentration (1=1st choice – 4=last choice):**

\_\_\_\_ **Spiritual Engagement and** **Commuter** \_\_\_\_ **Diverse Populations** \_\_\_\_ **Parent and Family** \_\_\_\_ **Transfer**

**If you are not selected for a Team Leader position and you would like to be considered for other NSO positions, please rank the following (1= 1st choice - 2= last choice or leave blank if not interested):**

**\_\_\_\_ 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. **Why are you the best candidate for an Team Leader 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