

2016 ORIENTATION LEADER Application Packet

Thank you for your interest in the 2016 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 early drop-off, move-in, President's welcome, opening ceremony 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 **Thursday, March 3, 2016 at 4pm** to New Student Programs, 131 Gosiger Hall or electronically to flanagan@udayton.edu.

Complete Interview- Interviews will be conducted **Monday, March 7, 2016 and Thursday, March 10, 2016** 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 **Thursday, March 17, 2016 after 1:00pm**. Candidates offered a position are expected to accept or decline the job offer by **4pm on Tuesday, March 22, 2016**.

ORIENTATION LEADER 2016 JOB DESCRIPTION

GENERAL-All Orientation Leaders do the following:

- Return to campus two weeks before first-year move-in day
- Attend all mandatory staff training and development (in the spring semester and in the summer)
- Assist with Early Drop-off & Move In
- New Student Orientation:
 - ❖ Serve as a primary facilitator for all small group discussions with incoming students
 - ❖ Serve as a positive representative of University of Dayton while fostering a welcoming environment among its newest community members
 - ❖ Work collaboratively with the assigned faculty/staff welcome team member
 - ❖ Assist the Leadership Team with assigned programming during new student orientation (i.e. President's Welcome, Opening Ceremony, Closing Ceremony, and Social)
 - ❖ 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, some light lifting.

BENEFITS:

- Develop leadership and communication skills
- Cultivate lasting relationships with university faculty, staff and students
- Enhance your résumé
- Earn \$250 Stipend from New Student Programs
- Eligible for \$250 Enrollment Management NSO Scholarship upon completing post-orientation responsibilities

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

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).

Work Schedule: November – April: some pre-scheduled training hours; August: ~35 hours per week; September/October: work shift(s) at an Enrollment Management Open House, Recruitment tables and/or Family Weekend. Schedule varies during training and NSO and includes required late night and weekend work.

Orientation Leader Application 2016

Completed applications are DUE **Thursday, March 3, 2016 at 4pm** to New Student Programs, 131 Gosiger Hall or submitted electronically to flanagan@udayton.edu

SECTION I: STUDENT INFORMATION

Referred By: _____

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 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 2016?**

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 found on the next page, 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.

Signature of Applicant

Date

UD New Student Orientation 2016
Recommendation Form

This form is due to Melissa Flanagan in the Office of New Student Programs (Gosiger 131) for all positions.

Name of Student: _____

Position(s) Sought: _____

Under the provisions of the Family Educational Rights & Privacy Act of 1974, I waive my right of access to this letter of recommendation. The University of Dayton may consider it confidential.

(Optional) _____

Signature of Applicant

Recommendation

If the student has signed the above waiver, we assure the reference that this form will be held in the strictest confidence.

Please comment on the applicant's character and ability to serve the UD community as a leader for New Student Orientation. For more information about the role, visit the New Student Programs website at go.udayton.edu/nsp. Questions? Please contact Melissa Flanagan, Assistant Director of New Student Programs at 937-229-2229 or flanagan@udayton.edu.