

2015-2016 STUDENT COORDINATOR Application Packet

Thank you for your interest in the 2015-2016 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 **Friday, September 25th, 2015 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 from **Thursday September 24th – Friday October 2nd**.

Final Selection Letters-letter detailing the selection results will be available on **Monday, October 5th, after 1:00pm**. Candidates offered a position are expected to accept or decline the job offer by **Noon on Wednesday, October 7th**.

STUDENT COORDINATOR OF ORIENTATION 2015-2016 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, and Orientation Programming (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 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
 - ❖ Opening and Closing Ceremony
 - ❖ 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: \$8.10 per hour

WORK SCHEDULE: This is an 11 month appointment from October 2015 to October 2016. October – 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 2015-2016

Completed applications are DUE **Friday September 25th, 2015 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: _____

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 – 3rd=last choice):

____ Academic Engagement ____ Camp Blue ____ Orientation Programming

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 - 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 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 2015-2016?

SECTION III: REFERENCES

You are required to include one recommendation with your application. . Recommendation form is provided on the following 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: _____

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 Programs 2015-2016
Recommendation Form

Please give this form to your reference to complete. Completed form must be return 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

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

Instructions: 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/nso. Questions? Please contact Melissa Flanagan, Assistant Director of New Student Programs at 937-229-2229 or flanagan@udayton.edu.