



## NEW STUDENT ORIENTATION & ENROLLMENT 2016 ORIENTATION LEADER APPLICATION

Orientation Leaders are an integral part of the New Student Orientation & Enrollment programs, serving as facilitators, hosts, and resources for first-year and transfer students and their family members. Orientation Leaders make an important contribution to the incoming class, while developing self-confidence, communication skills, and leadership abilities.

Our office seeks enthusiastic, driven, professional and knowledgeable undergraduate students who represent the VERY BEST Oklahoma State has to offer. The orientation team supports OSU's academic mission, works well together, and provides excellent customer service for our students and families.

### Orientation Leader Positions

All Orientation Leaders participate in program components including evening programs, material preparation, daily programmatic pieces, and pre/post-orientation communications with students and families. Orientation Leaders serve in one of two roles:

1. **Student Orientation Leaders (OL)** welcome students while serving as mentors and engaging participants in a positive orientation experience. OLs assist academic advising areas with enrollment, lead group discussions pertaining to university policies, present transitional information to the students through small group presentations, and facilitate activities to connect students to the university.

2. **Family Orientation Leaders (Family OL)** welcome families to ease fears and engage families in a positive orientation experience. Family OLs provide information on college transitions and student/family issues through one on one conversations, large group presentations, student panel Q&A, personal stories, and guest speaker facilitation.

### Qualifications

Successful applicants show leadership and commitment through depth of application materials, presentation during a three-step interview process, and two letters of recommendation (at least one letter from an OSU faculty/staff member).

Orientation Leaders must be enrolled in undergraduate courses at Oklahoma State University, have completed 12 hours of OSU coursework by the end of fall 2015, 24 hours by the end of spring 2016, and be in **academic and disciplinary good standing** with a **2.7 minimum GPA**.

Successful candidates will demonstrate:

- Effective communication skills, energy, enthusiasm, dedication and flexibility
- Ability to efficiently problem solve, manage conflict, and trouble shoot issues
- Positive people skills, willingness to learn, desire to work collaboratively and support peers
- On-campus leadership experiences, pride in OSU, knowledge of campus resources, and understanding of NSO&E policies and procedures
- Ability to lift a minimum of 25 lbs

### Training and Work Hours

Training requires attending *HESA 3091- Orientation Leader Theory and Practice* Leadership class. While attending class is mandatory, enrollment for credit is optional (exceptions are considered for those who absolutely cannot make it due to another scheduled class or conflict). Enrollment by permission memo following acceptance as a 2016 Orientation Leader will be provided by the NSO office. This course may be counted toward the OSU Leadership minor.

*HESA 3091- Orientation Leader Theory and Practice* meets Wednesdays from 4-6 pm, starting on **Wednesday, February 24, 2016.**



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Required work days:

- **Work Week Training- Monday, May 16- Friday, May 20, 2016**
- **Summer Orientation Programs**
  - **May 23-July 15, 2016**
- **Welcome Week**
  - **August 12-16, 2016**

### Orientation Leader Compensation and Benefits

Orientation leaders receive the following benefits:

- On-campus housing during Work Week and Summer Programs. Orientation Leaders move in on Saturday, May 15, 2016.
- \$8.25/hr for new hires with hourly pay for returning orientation leaders based on years of experience
- \$150 meal plan **or** membership to the Colvin Recreation Center (your choice)

### To Apply

Completed application packages are due by **5:00 pm, Friday, December 4, 2015 in 321 Student Union**. Recommendations may be included with the application packet or mailed separately by the reference.

### Orientation Leader Timeline\*

- |  |  |
|--|--|
| • Friday, December 4                         | Applications due                         |
| • Friday, January 15-Saturday, January 16    | Group Interviews                         |
| • Wednesday, January 20-Thursday, January 28 | Individual Interviews                    |
| • Friday, January 29                         | Invitations to join the Orientation team |

\* Applying for this position does not guarantee an invitation to the group interview and the group interview does not guarantee an individual interview.

*For questions regarding this position, please contact The Office of New Student Orientation & Enrollment at 405 744-3636 or stop by 321 Student Union*



# NEW STUDENT ORIENTATION & ENROLLMENT 2016 ORIENTATION LEADER APPLICATION

## New Applicant Information:

Name: \_\_\_\_\_ CWID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

School Address: \_\_\_\_\_

College: \_\_\_\_\_ Major: \_\_\_\_\_

GPA: \_\_\_\_\_ # Hours Completed: \_\_\_\_\_ (expected after fall) \_\_\_\_\_ (expected after spring)

Transfer Student: Yes / No    Other colleges attended: \_\_\_\_\_

## References

Provide two references (OSU faculty, staff, employer, and/or academic adviser) with your application or via mail to 321 Student Union. Please do not submit references from undergraduate students or family members. Reference form attached.

1. Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

## New Applicant

- Why are you interested in being an Orientation Leader?
- What characteristics or experiences do you possess that would make you a unique addition to the Orientation Team?
- What are three things you would highlight for a prospective student about your experience at OSU thus far?
- Describe your most significant leadership moment and how it has affected you.
- Have you ever worked as part of a team or a group? If so, how would you describe yourself as a member of a group? How would other members of the group describe you?
- Describe how your skills might translate to the everyday work for an OL (public speaking, student engagement, etc.)
- Submit a current resume** (resume help available through your college's Career Consultants – hireosugrads.com)

I hereby voluntarily consent to the release of information pertaining to my academic records, and the verification of my student conduct record to the Office of New Student Orientation & Enrollment for the purpose of this application for Orientation Leader.

I have read and understand the position, qualifications, and responsibilities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.



# NEW STUDENT ORIENTATION & ENROLLMENT 2016 ORIENTATION LEADER APPLICATION

## Returner Applicant Information:

Name: \_\_\_\_\_ CWID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

School Address: \_\_\_\_\_

College: \_\_\_\_\_ Major: \_\_\_\_\_

GPA: \_\_\_\_\_ # Hours Completed: \_\_\_\_\_ (expected after fall) \_\_\_\_\_ (expected after spring)

Transfer Student: Yes / No      Other colleges attended: \_\_\_\_\_

## References

Provide two references (OSU faculty, staff, employer, and/or academic adviser) with your application or via mail to 321 Student Union. **One of your references must be from someone you worked with directly during orientation- i.e.- if you were assigned to one of the academic colleges, one of your references should be from someone in that area.** Please do not submit references from undergraduate students or family members. Reference form attached.

1. Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

## Returning Orientation Leader...

- Describe what you believe your role will be as a returning orientation leader and explain how your personal strengths and weaknesses will impact your leadership role.
- What kind of differences would you like to see in this year's orientation program? How would you like to be part of that change?
- How did you stay motivated this past summer? What motivational issues or other challenges will you face as a returner and how will you overcome them?
- How do you think the OL team perceived you as a fellow Orientation team member? What did you do to affect that perception? How would you want your new team members to perceive you? What will you do differently?
- Describe what you would do if you noticed that some of the other staff members have been continuously slacking (not stuffing bags during office time, using their phones during presentations, etc.) How did you react to these kinds of situations in the past and how will you handle them in the future?

6. **Submit a current resume** (resume help available through your college's Career Consultants – hireosugrads.com)

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Applicant Name: \_\_\_\_\_ CWID: \_\_\_\_\_

\_\_\_\_\_ I **waive** the right to access this reference form at any time.

\_\_\_\_\_ I **do not waive** my right to access this reference form at any time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reference Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Department/Phone:** \_\_\_\_\_

Indicate your overall assessment of the applicant and ability to succeed as an Orientation Leader.

_____ Highly recommend	_____ Recommend with reservations (please explain)
_____ Recommend	_____ Do not recommend (please explain)

The Office of New Student Orientation & Enrollment seeks dynamic, organized, and experienced undergraduate students to serve as members of the 2016 Orientation Team.

Orientation Leaders are undergraduate students who serve incoming freshmen, transfer students, and families throughout orientation and enrollment programs. Orientation Leaders welcome students and families while serving as role models and engaging participants to create a positive orientation experience. Orientation Leaders support OSU's academic mission, understand the system of academic colleges, work well with others, and provide excellent customer service for our students and families. Members of the Orientation Team must present themselves professionally at all times. Successful applicants mirror the philosophy of OSU's New Student Orientation & Enrollment through depth of application materials, while participating in a three step interview process, and through recommendations submitted by OSU faculty/staff or previous employers.

**Please answer the following questions in a separate document while being candid in your appraisal of the Orientation Leader applicant.**

1. How long, and in what capacity, have you known the applicant?
2. Evaluate the applicant's leadership potential and ability to perform as a team player. If possible, please include a description of maturity and work ethic.
3. Describe why you believe the applicant would be a great representative of OSU to the campus, community, and incoming students and families.

Please submit your recommendation to **321 Student Union by 5:00 pm, Friday, December 4, 2015**. If you have any questions concerning this position, please contact The Office of New Student Orientation & Enrollment at 405-744-3636.



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\_\_\_\_\_ Recommend with reservations (please explain)

\_\_\_\_\_ Recommend

\_\_\_\_\_ Do not recommend (please explain)

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