

SUMMER ORIENTATION LEADER POSITION DESCRIPTION

Role Description - The Orientation Leader is a paraprofessional who is expected to assume leadership responsibility for the success of the orientation program.

Dates of Employment - Orientation Leaders will work from **June 11- July 14, 2012**

PERSONAL REQUIREMENTS

- ◆ Be in good academic and disciplinary standing; minimum 2.50 GPA
- ◆ Have a thorough knowledge of the campus
- ◆ Must reside on campus and be “on call” 24-hours-a-day during Orientation sessions. **Other employment commitments are not permitted during this time.**

SALARY AND BENEFITS

Orientation Leaders will be paid a salary of \$1200 for the six weeks. Room and telephone will be included. Meals are provided during all Orientation sessions and a \$200 food stipend is included for other meals between sessions.

Training Obligations

→ Orientation Leaders will be required to attend all training functions prior to the scheduled orientation sessions.

Other Obligations

→ Orientation Leaders are expected to participate in all of the planning sessions and pre-orientation preparations.

Employment Termination

→ An Orientation Leader’s employment may be terminated if it is determined that he/she is not maintaining ethics befitting a paraprofessional.

WHAT DO ORIENTATION LEADERS DO?

- ✓ Talk to new students and parents
- ✓ Inform new students of campus policies and procedures
- ✓ Promote a positive image of Fredonia and the Orientation program
- ✓ Cover front desk and be “on call” 24-hours-a-day during orientation sessions (rotation basis)
- ✓ Register students and parents into the residence halls
- ✓ Attend all Orientation social activities
- ✓ Prepare the residence halls for arrival of new students and parents; decorate hall lobby and individual room bulletin boards
- ✓ Collate and individualize orientation folders for all new students and parents attending Orientation
- ✓ Lead a group (25-30) of students to various activities and programs
- ✓ Assist new students with course selection
- ✓ Answer questions about the campus, classes, activities, etc.
- ✓ Reside in the residence hall throughout the Orientation program
- ✓ Smile, be friendly, pleasant and hospitable during all sessions

Have Lots of Fun!

ORIENTATION LEADER APPLICATION

INSTRUCTIONS

Please complete application and return by **February 17, 2012**. After an initial screening of all applications, **selected** applicants will be contacted for a personal interview. **Type or print clearly.**

1. Personal Data **Student Identification F#** _____

Name: _____ **Grade Point Average** _____

Local Address: _____ **Tel. No.** _____

Cell Phone Number _____

Permanent Address: _____ **Tel. No.** _____

Class standing: Freshman Sophomore Junior Senior

Major: _____ **Minor:** _____ **Concentration:** _____

Other College Attended: _____

Please indicate your residence hall experience (hall, number of years) _____

Vocational Interest/Goals:

2. Organizations/Activities

Please list organizations that you are a member or other activities that you have participated in or taken part (include offices held and specific involvement, duties, etc.):

3. Communication/Public Speaking Experience

Please list experiences you have had speaking to small/large groups.

4. The following questions will help us gain some insight into you as a potential Orientation Leader and how you might contribute to the success and improvement of the Orientation program. **On a separate page please answer Section A and then select two additional questions to answer from Section B.**

Section A: Why do you want to be an Orientation Leader?

Section B: Choose any two of the following four questions to complete.

1. What unique qualities and abilities do you have to offer new students, parents, and other staff members?
2. What do you love most about SUNY Fredonia and what would you change about the University?
3. Tell us about one SUNY Fredonia student or faculty/staff member who has influenced you in a positive way. How have they made your experience at Fredonia better?
4. If you could be any mascot for SUNY Fredonia who/what would you be and why?

5. Please list two references (preferably faculty or staff) and ask **one** to submit a letter of recommendation to the Campus Life Office prior to **February 17, 2012**. An evaluation/recommendation form is attached to this application to be given to recommender.

_____	_____	_____
_____	_____	_____
Name	Position	Relationship to Applicant

I understand the attached job description, requirements, and the terms of employment, and I authorize the Orientation Chairperson to verify my grade point average.

Signature of Applicant date

**Return Application by deadline date to:
Michael Lemieux, Director, Campus Life & Williams
Center**

2012 Summer Orientation Leader Recommendation Form

Candidate's Name (print): _____

Position Applied for: 2012 Summer Orientation Leader

Candidate: Choose one of the following statements and sign your name. Failure to indicate a choice will result in this information being kept confidential.

I RESERVE my right to review this document which is to be included in my candidate file.

I WAIVE my right to review this document which is to be included in my candidate file. This information will be kept confidential.

Signature of candidate

Date

To the Recommender:

This candidate is applying for a position with the SUNY Fredonia Summer Orientation Program.

The Summer Orientation Leaders staff consists of a select group of fun, energetic and reliable students who serve as official hosts to new students and their families during seven Summer Orientation Sessions. The primary goal of Summer Orientation Leaders is to assist new students, and their families, access the resources that will help create a smooth transition to Fredonia. This may include answering questions, leading students around campus, presenting a question and answer workshop on campus life, working as a team player with other students, professional staff and faculty, and assisting the academic advising staff with registration.

Qualified applicants are undergraduate students who are well-rounded individuals and can speak of their experience in multiple areas of campus life. Strong candidates need to possess:

- Excellent written and oral communication skills;
- The ability to effectively present the positive attributes of SUNY Fredonia;
- Initiative, dependability, discipline, creativity, and self-confidence; and
- The ability to work well with others in team environment.

Please return this recommendation form in a *signed, sealed envelope* to:

Michael Lemieux, Director of Campus Life

Williams Center

SUNY Fredonia

Fredonia, NY, 14063

Name of Recommender: _____ Position/Title: _____

Department/Organization: _____

What is your relationship with the candidate? _____

How long have you known the candidate: _____

Please rate the applicant on the following characteristics based on the scale below:

5 = excellent

4 = above average

3 = average

2 = below average

1 = poor

N/A = not applicable (no knowledge)

____ Displays a positive attitude

____ Ability to work effectively with a diverse group of people

____ Effective Communication and interpersonal Skills

____ Self-Motivation

____ Potential for leadership development

____ Follow-Through

____ Dependability

____ Work ethic

Please answer the following questions:

1. Describe, to the best of your knowledge, the candidate's written and oral communication skills.

2. Describe a situation when you observed the applicant displaying leadership ability.

Author's Signature: _____ Date: _____

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