

# ORIENTATION LEADER

## 2010 Application

### ORIENTATION LEADER SELECTION INFORMATION

#### Duties

Orientation Leaders (OLs) are ambassadors of Baker University to new students and their parents and family members. The responsibilities of OLs cover a wide range of activities. Following is an initial list of tasks OLs are expected to assist with; however, because of the nature of Wildcat Welcome, OLs should be prepared to perform additional duties that will help the program run smoothly. These include:

- Serve as a resource for new students and their parents/guests.
- Lead groups of new students on campus tours and through question-and-answer sessions covering a variety of topics.
- Set up and take down of events for new student orientation.
- Attend all new student orientation leader training sessions and orientation sessions. This includes arriving early to each of these activities.
- Exhibit a positive attitude toward new student orientation and Baker University.

#### Desired Skills

- Desire to assist new students and their families in transitioning to Baker University.
- Effective communication skills with a variety of publics from diverse backgrounds in both small and large group settings: administrators, faculty members, parents, and students.
- Strong public speaking skills.
- Ability to improvise and think under pressure.
- Positive attitude toward Baker University and new student orientation.

#### Qualifications

- Maintain a 2.5 cumulative GPA.
- Maintain full-time Baker University student status (enrolled in a minimum of 12 credit hours).
- Be involved in an on-campus organization or program.
- Submit a completed application and one reference form by **February 12<sup>th</sup>**. Please have the reference form completed by a Baker University faculty or staff member.
- Attend all training and meeting dates listed in addition to the dates that will be announced for orientation. (See attached list of training dates.)

#### Compensation

- Free t-shirt, meals, etc.

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### TRAINING AND PREPARATION

All OLs are expected to be present on the following dates for training and/or meetings to prepare for new student orientation. If an individual is unable to attend any of these events, notice must be provided to the Director of Student Life when submitting an application for OL. Otherwise, attendance is expected at all these events. Two unexcused absences will result in removal of position.

#### Orientation Leaders

February 12 <sup>th</sup>	Application and references due
February 22 <sup>nd</sup> -27 <sup>th</sup>	Group Interviews
March 1 <sup>st</sup>	Orientation Leader announcement made
March 26 <sup>th</sup>	Mandatory Orientation Leader Training
April 9 <sup>th</sup>	Mandatory Orientation Leader Training
April 16 <sup>th</sup>	Mandatory Orientation Leader Training
April 30 <sup>th</sup>	Mandatory Orientation Leader Training
August TBA	2010 Wildcat Welcome New Student Orientation

# ORIENTATION LEADER

## 2010 Application

Please complete the following application to the best of your ability. **All information must be typed**, and additional typed sheets may be added as necessary. Particular attention should be paid to the final paragraph of this application. All individuals chosen to be Orientation Leaders should be prepared to meet these minimum expectations and will be held to them. **Please note that all applications are due to Brett Bruner, Director of Student Life, by 4:30 p.m. on Friday, February 12<sup>th</sup>.** Good luck!

### BASIC INFORMATION

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

Cell Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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### ACADEMIC INFORMATION

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Classification: \_\_\_\_\_

Fall 2009 GPA: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

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### WORK INFORMATION

Are there any work obligations you will have during Summer 2010 that might interfere with your ability to attend 2009 Wildcat Welcome/Orientation? If so, please explain. \_\_\_\_\_

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### INVOLVEMENT AND LEADERSHIP INFORMATION

Please list and describe any organization memberships and/or leadership positions you have held at Baker University and include dates. You may submit a resume in lieu of this section.

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### ORIENTATION LEADER INFORMATION

Why are you interested in being an Orientation Leader?

### ORIENTATION LEADER EXPECTATIONS

*I fully understand that being an Orientation Leader involves a substantial commitment during Summer 2010. In addition to the responsibilities mentioned, it involves participation in Orientation Leader training sessions and mandatory attendance at the August new student orientation sessions. In addition, all Orientation Leaders will be expected to attend the Orientation Leader Retreat (dates will be provided at your interview). By my signature, I agree to meet all of these minimum expectations or be subject to removal from the position, if selected. In addition, I agree to maintain good standing with the University. I understand that if I do not maintain good standing status or proper behavior during Wildcat Welcome, then I will be released from my position as an Orientation Leader. I also release the Office of Student Life to review my enrollment and GPA to verify eligibility during my time involved with orientation.*

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

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

# ORIENTATION LEADERS

## 2010 Reference Form

### FOR STUDENT APPLICANT TO COMPLETE:

Student name: \_\_\_\_\_

Reference name: \_\_\_\_\_

*Please note that the reference should be a Baker University staff or faculty member.*

### FOR REFERENCE TO COMPLETE:

*Please help us accurately assess the personality and qualifications of each prospective Orientation Leader by completing the following information to the best of your knowledge and experience with this individual. Feel free to provide any additional information in the free space on the back of this form. Your candid comments are welcomed.*

Reference Title: \_\_\_\_\_

Reference E-mail Address: \_\_\_\_\_ Reference phone number: \_\_\_\_\_

How long and in what capacity have you known the applicant? \_\_\_\_\_

*Please rate the applicant based on your observations. For those categories that do not apply, please leave them blank.*

	Superior	Good	Average	Poor
Leadership ability	_____	_____	_____	_____
Creativity	_____	_____	_____	_____
Initiative	_____	_____	_____	_____
Communication Skill	_____	_____	_____	_____
Maturity	_____	_____	_____	_____
Responsibility	_____	_____	_____	_____
Flexibility	_____	_____	_____	_____
Cooperation with others	_____	_____	_____	_____
Positive attitude	_____	_____	_____	_____

Does the applicant possess any particular strengths or weaknesses that you feel are important for future employers to consider during the hiring process? Please elaborate.

Reference signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return this reference form to Brett Bruner, Director of Student Life, in Harter Union 34 no later than February 12<sup>th</sup>.*