

LEADERSHIP – COMMUNICATION SKILLS –SALVE PRIDE –
ENTHUSIASM – HUMOR – CONFIDENCE – INTEGRITY

SALVE REGINA UNIVERSITY

ORIENTATION LEADER

APPLICATION PACKET 2014

DUE: FRIDAY, FEB. 14TH

BY 5:00 PM TO STUDENT ACTIVITIES



LEADERSHIP – COMMUNICATION SKILLS –SALVE PRIDE –
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ORIENTATION LEADER APPLICATION

Salve Regina University

Due: February 14th by 5:00 pm to Student Activities

Orientation leaders are the first peer contacts for the incoming class. They are trained to provide accurate information about Salve Regina University and its services to students. Orientation leaders are positive role models who wish to make an impact on new students. They strive to ease the worry of incoming students and their parents by providing accurate answers to their questions and welcoming them to the SRU community.

Student orientation leaders will work with small groups of incoming students. They will lead ice breakers and team builders alone and with other orientation leaders. Student OLs are responsible for bringing their groups to various presentations in a timely manner, answering their questions accurately and assisting with all aspects of the orientation program. They will work under the supervision of the Director of Student Activities.

Family orientation leaders will serve as resources and guides for the parents and family members of incoming students. They will participate in all aspects of the family orientation program, answering questions accurately and assisting with programmatic needs as necessary. They will work under the supervision of the Director of Student Activities.

The logistics coordinator will work behind the scenes to keep the orientation program running smoothly. The logistics coordinator assists with set ups, break downs and audio visual needs for the program. This person must be high energy and willing to complete any task as assigned. They will work under the supervision of the Director of Student Activities.

All orientation leaders are required to attend the same trainings and will be compensated equally.

IMPORTANT DATES FOR ORIENTATION

SELECTION:

January 28 th :	Applications Available
February 7 th :	Complete Career Development's Summer Employment Interest Form, on Gateway (mandatory for all applicants) .
February 14 th :	Applications Due by 5:00 pm to Student Activities
February 18 th – 28 th :	First Round Interviews
March 3 rd – 7 th :	Second Round Interviews
March 7 th :	Staff Announced!

TRAINING – ALL DATES ARE MANDATORY:

March 24 th :	Training 1, 6 pm- 8:30 pm, Ochre Ct. Breakfast Room
April 2 nd	Training 2, 6 pm – 8:30 pm, Antone 107
April 6 th :	Training 3, 10 am – 3:00 pm, Wakehurst 200 & 201
April 23 rd :	Training 4, 6 pm – 8:30 pm, Young Boardroom
April 28 th :	Training 5, 6 pm- 8:30 pm, Antone 107

ORIENTATION – ALL DATES ARE MANDATORY:

June 8 th :	Staff Returns, Training Begins
June 8 th – 11 th :	Training & Preparation
June 12/13, 16/17, 19/20, 23/24, 26/27:	Orientation Sessions (5)
June 28 th :	Staff departs by noon.

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PART I: APPLICANT INFORMATION

NAME: _____

LOCAL ADDRESS: _____

CELL: _____ YEAR OF GRADUATION: _____

CUMULATIVE GPA: _____ MAJOR: _____

ID# _____ CITY/STATE/COUNTRY: _____

Are you a participant in the Pell Honors Program? ___YES ___NO

APPLYING FOR (circle all that apply): STUDENT OL FAMILY OL LOGISTICS

CHECK HERE: I HAVE COMPLETED CAREER DEVELOPMENT'S ONLINE SUMMER EMPLOYMENT INTEREST FORM. ___YES

(IF YOU DO NOT COMPLETE THIS PROCESS BY FEB. 7th YOU WILL NOT MOVE ON TO THE INTERVIEW ROUND OF SELECTION)

PART II: RECOMMENDATIONS

Two recommendations are required for each applicant. You may ask professors, employers, coaches, etc. Please do not ask fellow students or other peers to fill out the recommendation form. List your references below and give your references the attached recommendation forms to complete.

RECOMMENDATIONS FROM (Please list the person's name & title):

1. _____

2. _____

PART III: PERSONAL REFLECTION QUESTIONS

Selecting orientation leaders is a challenging task. Many students are qualified and have the desire to be chosen. Please spend some time completing the questions below (attach your answers to this page). We read all applications and hope you'll share insight as to why YOU would make an outstanding orientation leader at Salve Regina University.

- 1. What motivated you to apply for the position of orientation leader?**
- 2. What was your orientation experience like? How would you give new students a similar (or different) experience? (Please tell us if you attended orientation in January, June, or August/September.)**
- 3. What are the top three traits you possess that make you a strong candidate for this position?**
- 4. Do you consider yourself a role model? Why or why not?**
- 5. What is the top piece of advice you would give to new students AND families of incoming students?**
- 6. What is the biggest challenge a new student faces when coming to SRU? How would you assist them in overcoming this challenge?**
- 7. What is your favorite thing about Salve Regina University? Why?**
- 8. Describe something that makes you stand out from the other applicants for the orientation leader position. Why should we hire you?**
- 9. List any current involvements on or off campus. (Jobs, clubs, sports, etc.)**
- 10. Is there anything else you want us to know about you?**

PART IV: APPLICANT SIGNATURE

I, _____, agree that all of the information contained in this application is my own. I have not used outside help (or if I have, it was properly cited). To the best of my knowledge, everything in this document is true.

I understand that if I am chosen as an orientation leader I will be required to attend ALL training sessions as listed in this document (March 24th, April 2nd, April 6th, April 23rd, April 28th) and I must move to the SRU campus from June 8th – June 28th for training and orientation sessions.

I have completed the Career Development online summer employment interest form. I understand that failure to complete this process by February 7th will prevent me from making it to the interview round of selection.

I am not on academic or disciplinary probation with the university. I give permission to the Director of Student Activities to confirm this with the university registrar and the judicial affairs staff.

Signature

Date

REMINDER: COMPLETED APPLICATIONS ARE DUE TO STUDENT ACTIVITIES BY 5 PM ON FRIDAY, FEBRUARY 14TH.

ORIENTATION LEADER RECOMMENDATION

Salve Regina University

Due: February 14th by 5:00 pm to Student Activities

PART I: To be filled out by the STUDENT.

APPLICANT NAME: _____

AS AN APPLICANT, I DO / DO NOT (*Circle One*) WAIVE MY RIGHT TO SEE THIS RECOMMENDATION.

STUDENT SIGNATURE: _____

PART II: To be filled out by the REFERENCE.

NAME: _____

TITLE: _____

HOW LONG HAVE YOU KNOWN THIS STUDENT? IN WHAT CAPACITY?

Please describe the strengths and weaknesses of this student as they pertain to the position of orientation leader. In your opinion, is this student a positive role model and is he/she a good representation of Salve Regina University? Do you recommend that we hire this student as a member of the orientation team to orient new students and their families? (Please write your feedback on the back of this form or attach an additional page.)

Thank you for completing this recommendation form. We appreciate your feedback on our applicants.

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