



2010 Orientation Leader Application

Orientation Leader Position Information:

If you are looking for leadership, personal and professional growth, and aren't afraid of new experiences, then being an Orientation Leader may be for you! Each year the Office of New Student Orientation interviews some of UA's best and selects a group of enthusiastic, dedicated, and independent undergraduate student leaders to serve as Orientation Leaders in the spring and summer. During this unforgettable experience Orientation Leaders are the first faces of The University of Akron, serving as representatives of the UA student body, group facilitators, and role models to all of our incoming freshmen, adult, transfer, and post-secondary students and their families. Orientation Leaders help all of our incoming students and their families feel good about the choice they've made in UA and help them transition into their new roles. Orientation Leaders will take away new skills and experiences that will open doors and aid them in future careers and opportunities. Plus, it's always a summer full of fun and memories that will last a lifetime! Our team of Orientation Leaders soon becomes like a family, and if it seems right for you, we hope you'll take the time to apply! You can also check us out on Facebook under UA Orientation Leaders to hear from some of our past Leaders about the experience.

Minimum Qualifications:

- Full time undergraduate University of Akron student
- Cumulative GPA of 2.5 or higher
- Possess excitement and pride for UA and a strong interest and desire to help new students and their families make a positive transition to UA
- Exhibit leadership potential and a commitment to the mission of the Office of New Student Orientation, strong customer service and interpersonal skills and the ability to work effectively with a diverse group of team members and diverse populations of students and families
- Agree to abide by the professional and ethical standards of conduct set by the Office of New Student Orientation and in accordance with the Student Code of Conduct
- Be willing to work long hours and volunteer many hours of time to better the orientation programs as a whole
- Full commitment to the orientation programs, beginning in March and ending at the end of summer
- Must be seen as approachable, relatable, and able to serve as a role model to incoming students

Applications are due by 5 p.m. on Friday, October 30 in the Office of New Student Orientation (Simmons Hall, room 209) or emailed to Carly McNutt (carly@uakron.edu)

Position Terms and Conditions

A. Orientation Leader Selection and Interview Process

1. Complete application and submit it to the Office of New Student Orientation (Simmons Hall, room 209) or email it to Carly McNutt (carly@uakron.edu) by Friday, October 30
2. Candidates will all be emailed and invited to a group interview process (based on the availability provided on your application). Interviews are listed below:
 - A) Monday, November 2, 6 p.m.—8 p.m.
 - B) Wednesday, November 4, 3 p.m.—5 p.m.
 - C) Thursday, November 5, 5 p.m.—7 p.m.
3. Candidates selected for an individual interview after the group interview process will be notified via email on Friday, November 6. Individual interviews will take place the weeks of November 16th and 23rd.
4. Positions will be offered to the 2010 Orientation Team on Tuesday, December 1 via email
5. The first team meeting for the 2010 Orientation Team will be Wednesday, December 9 from 5 p.m.—7 p.m.

B. Length of Position

Candidates are considered Orientation Team members from the date they are selected through the last orientation program in August. Orientation programs begin during Spring Break in March, then pick up again during the first week of summer. Programs run through the end of August.

C. Training

All Orientation Leaders are required to participate in the Orientation Leader Training Course, which is held every Monday during the Spring semester from 3 p.m.—5 p.m. The course can be taken for credit (2 credit hours) or not, but attendance and completion of the course is mandatory.

D. Orientation Programs

Orientation programs take place every day of Spring Break 2010 and then begin again the first week of summer. Orientation programs are held four days a week on average, which includes full day programs, half day programs, and evening programs. Orientation Leaders are also expected to assist with the winter programs beginning in November 2010 as their schedules permit.

E. Summer Classes

Orientation Leaders are permitted to take summer courses so long as they do not interfere with any orientation sessions over the summer. Classes should be scheduled to begin no earlier than 5 p.m.

F. Summer Housing

Housing is not provided for Orientation Leaders over the summer. Students are permitted to live in University housing over the summer, but they will need to make arrangements on their own with Residence Life and Housing. Many of our Leaders rent a house for the summer with other staff members, but most live at home and commute to work. For 90% of our programs, Leaders will need to be at work by 7 a.m.

G. Compensation

Orientation Leaders are paid hourly for the programs that they work over Spring Break and throughout the summer. Orientation Leaders are paid \$7.50 an hour and can expect to work between 20 and 40 hours a week. Schedules are provided one month in advance.

H. Benefits

1. Performance-based incentives and rewards throughout the summer
2. 2 free UA polos and a UA windbreaker
3. Breakfast and lunch provided on every day you are scheduled to work
4. Build relationships and network with many offices and administrators on campus
5. Gain incredible leadership and communication skills
6. Work in a close-knit team environment
7. Meet new students on campus, both current and incoming
8. Work in a fun environment with many out of work activities, such as a Cleveland Indians outing, our annual bowling night, and our summer cookout

2010 Orientation Leader Application

Name: _____
(First) (Middle Initial) (Last)

Email Address: _____

Cell Phone Number: _____ Student ID Number: _____

Cumulative GPA: _____ Class Rank (circle): FR SO JR SR
(Freshmen may leave this blank)

Intended Major: _____ Expected Graduation Date: _____

Please type your responses to the following questions on a separate page and attach to this application. All questions must be answered completely.

1. Why do you want to become an Orientation Leader?
2. What characteristics do you think are important for being an Orientation Leader?
3. Briefly describe a team you have been a part of in the past. What was your role, and how will this experience help you as a member of the Orientation team?
4. This job takes an incredible amount of dedication and commitment. Provide an example from your work or school history that illustrates your ability to be successful in such an environment.
5. List all clubs, organizations, and activities you are/have been involved in at UA and any positions held.

References: You must provide 2 reference letters with your application. One of the references must be from a UA faculty or staff member, which may include graduate students. Reference letters from undergraduate students, peers, or family members are not acceptable. Be sure that your references are familiar with your work ethic, dedication to projects, and your UA spirit. Please list reference information below and submit your letters with your application. If you are submitting your application via email, the letters may be emailed to Carly McNutt at carly@uakron.edu.

Reference 1: _____
(Name) (Email) (Phone)

Reference 2: _____
(Name) (Email) (Phone)

Group Interview Process: All applicants must attend a group interview. Please select your **first and second choices** for your group interview time and date below. Candidates will be assigned a date on a first come, first serve basis. You will be contacted with your time and date via email by October 30.

___ Monday, November 2 (6 p.m.—8 p.m.) ___ Wednesday, November 4 (3 p.m.—5 p.m.) ___ Thursday, November 5 (5 p.m.—7 p.m.)

I acknowledge that I have read and understand the selection process, training requirements, and all time commitments expected of me if chosen for this position. If accepted, I will commit myself to all of the requirements of the position.

Signature

Date