

Orientation Leader Position Description -- Summer 2008

University of Rhode Island

Welcome to the Orientation Leader Application process!. We look forward to meeting you!

Overview of Orientation

The goal of orientation is to welcome new students to our community and prepare them for a successful educational experience. We look for an orientation team that represents all that we are, a diverse and enthusiastic community of learners.

What we look for in an Orientation Leader :

- ✓ Successful academic performance (minimum cumulative GPA of 2.5)
 - Note: first-year students and new transfer students are on conditional status until fall grades are posted
- ✓ A great sense of school spirit
- ✓ A willingness to help others and be a team member
- ✓ A positive attitude and willingness to work hard
- ✓ A willingness to learn more about yourself and your ability to communicate with others

Role of an orientation leader:

- ✓ Facilitate workshops and information sharing sessions for new students
- ✓ Live in an assigned residence hall for summer training and duration of the program
- ✓ Work cooperatively with all University personnel and Orientation staff
- ✓ Adhere to all University and Orientation policies and procedures
- ✓ Assist with all aspects of the Summer program including, but not limited to, check-in and check-out, student course scheduling, workshop presentations, and theatrical production
- ✓ Participate in all orientation sessions and trainings
- ✓ Participate in Welcome Day, Centennial Day, Fall & Spring Advising Days

Benefits:

- ✓ **Earn \$1700**, plus room and board for the summer training and June sessions
- ✓ Gain extensive knowledge and understanding of URI
- ✓ Gain valuable leadership and job skills, personal awareness, group facilitation, public speaking, and relationship building
- ✓ Interact with a variety of students, family members, faculty and administration
- ✓ Make lasting friendships and memories

Questions or Concerns?:

Contact Office of New Student Programs at 401-874-5927 or newram@etal.uri.edu

Thank you for considering the Orientation Leader Position!

**APPLICATIONS ARE DUE NO LATER THAN MONDAY, NOVEMBER 26, 2007
AT 12:00NOON IN ROOSEVELT 139 (reception area by the elevator). PLEASE REMEMBER
TO SIGN-UP FOR AN INTERVIEW WHEN YOU RETURN YOUR COMPLETED
APPLICATION.**

Orientation Leader Applicant Interview Process & Program Dates -- Summer 2008 University of Rhode Island

Interview Process:

- ✓ There are 2 rounds of interviews:
 - 1st Round: Interviews will take place in a group format with 4 - 5 applicants in each interview slot. The format of the questions will consist of individual and group questions. Additionally, 3 - 4 members of the Orientation 2008 Management Team and Team Leaders will be observing the interview process.
 - 1st Round Decisions: The applicant pool will be narrowed down and selected applicants will be invited to individual interviews. The applicants continuing to the 2nd Round will be expected to participate in a *Meet & Greet* at Roosevelt Hall, on December 3rd at 3:00pm.
 - 2nd Round: Interviews will take place individually in 15-minute segments with New Student Programs professional staff and with the two Student Coordinators.

Training Program:

- ✓ Welcome Staff Meeting: Monday, December 10th from 5:00 - 7:00 p.m. (subject to change)
- ✓ 1 evening per week (specific evening to be determined), 5:30-7:30 p.m, beginning the week of January 28, 2008
- ✓ 4 Sunday trainings in March/April/May from 9:30 am - 12:00 Noon
- ✓ Leaders move in approximately May 27 (date subject to change)
- ✓ Approx. May 27 - June 8, 2008: Intensive training period

Orientation Session Dates:

Session 1: June 9-10 (Monday-Tuesday)

Session 2: June 12-13 (Thursday-Friday)

Session 3: June 16-17 (Monday-Tuesday)

Session 4: June 19-20 (Thursday-Friday)

Session 5: June 23-24 (Monday-Tuesday)

Transfer Day: June 25 (Wednesday)

Session 6: June 26-27 (Thursday-Friday)

Session 7: June 30-July 1 (Monday-Tuesday)

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The Next Step....

This Application is due no later than 12:00 Noon, Monday, November 26th to Room 139 Roosevelt Hall (reception area by the elevator). Please sign up for a group interview at the time of application drop-off.

To make sure that you remember when/where your interview is, please keep this sheet and fill out the information below when you sign-up for your group interview.

Interview Location: _____

Day/Date: _____

Time: _____

Questions? Contact the Office of New Student Programs at 401-874-5927 or newram@etal.uri.edu.

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Please read the position description on the attached page **before** completing this application.

Name _____ ID Number _____

Current Mailing Address _____

Preferred Phone _____ Email _____

Major / Program of Study _____ IM Address _____

Year of intended graduation (*please circle one of each*) -

2013 2012 2011 2010 2009 2008

Transfer student? (*please circle*) No Yes

If YES, what year did you start at URI? _____ Former College/Univ?: _____

Cumulative GPA: _____ (NOTE: minimum cumulative GPA of 2.5 is required)

◆ On a separate sheet of paper, please respond succinctly to the following questions:

1. What skills or characteristics do you possess that would make you a valuable resource to new students and the Orientation 2008 team?
2. What did you like best AND what did you like least about your own orientation experience?
3. Involvement and active engagement in community life at URI is an important attribute in Orientation Leaders. What are you involved with at URI or in the local community (think about your clubs, organizations, athletics, volunteer service, employment, etc.)? How has your involvement enhance your college experience?
4. **This question is only to be answered by freshmen and new transfer applicants.** Orientation Leaders need to be successful in and out class. Because we will not have a GPA, please estimate what you think your grades will be at the end of the semester. (NOTE: Orientation Leaders must maintain a cumulative 2.5 GPA.)

◆ Please list two faculty, staff or employer references – either from URI or outside in the community.

1. Name _____ 2. Name _____

Title _____ Title _____

Phone _____ Phone _____

By signing this application, I give permission to the Office of New Student Programs to verify my GPA, my references and disciplinary standing. I understand that if hired, I agree to fulfill all duties and participate in **all** training and program dates outlined in the position description.

Signature _____ Date _____

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in Room 139 Roosevelt Hall (reception area by the elevator)**

Please sign up for an interview at the time of completed application drop-off.

Questions? Contact the Office of New Student Programs at 401-874-5927 or newram@etal.uri.edu.

Thank you for applying for the position of Orientation Leader at URI! GO RHODY!