



### **New Student Orientation Leader (OL) Information:**

An Orientation Leader position is a unique opportunity. Being a part of the Orientation Leader Team will increase your leadership skills, inter-personal skills and professional skills. This position also provides students with the opportunity to build direct connections with University administrators and, most importantly, first-year students.

Orientation Leaders assist incoming Angelo State University (ASU) students with their academic, social and cultural transition into the ASU campus community. Orientation Leaders will be one of the first upper-class role models that incoming first-year students will connect with. The Orientation Leader team is the center of the New Student Orientation experience for these students, representing not only themselves but Angelo State University and what it means to be a Ram at ASU.

### **Minimum Qualifications:**

- Possess excitement and pride for ASU. A strong interest and desire to help new students and their families make a positive transition to ASU.
- Exhibit leadership potential and a commitment to the mission of New Student Orientation, strong customer service and interpersonal skills.
- Possess the ability to work effectively with a diverse group of team members as well as populations of students and families.
- Ability to solve problems, manage conflict and remain flexible under pressure.
- Must be in good judicial standing with the University.
- Must be an enrolled, degree-seeking student in good academic standing. Undergraduate applicants must have a minimum GPA of 2.5; Graduate applicants must have a minimum of 3.0. (GPA will be verified. No exceptions will be granted.)
- Full commitment to the New Student Orientation program, participating in all sessions and required events including Rambunctious Weekend between May and August 2013.

### **Responsibilities:**

- Assist in the welcoming and transitioning of our incoming students to ASU.
- Foster an environment that helps new students develop an identity as ASU community members.
- Encourage student involvement as members of the ASU campus community.
- Facilitate icebreakers and lead discussions on transition topics with new students.
- Assist in course registration.
- Familiarize new students with campus services and building locations.
- Attend all training events, Orientation dates and Rambunctious Weekend events determined necessary

**Applications are due no later than 5p.m. on Friday, April 5<sup>th</sup>.**

Please submit completed applications to:  
Center for Student Involvement  
Garden Level of the University Center

## 2013 Orientation Leader Application

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ CID: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Please select one: Female Male Decline

ASU E-mail Address: \_\_\_\_\_

*\* Notifications about your application and all job related correspondences will be sent to the ASU e-mail address you indicate. We are not responsible for any notifications "bounced" from non-ASU e-mail addresses.*

Classification: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Major: \_\_\_\_\_ Semester GPA: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_  
*(Minimum undergraduate GPA to apply is 2.5) (Minimum undergraduate GPA to apply is 2.5)*  
*(Minimum graduate GPA to apply is 3.0) (Minimum graduate GPA to apply is 3.0)*

Shirt Size: XS S M L XL 2XL 3XL 4XL  
*(Adult Sizes)*

Did you transfer from another institution? Yes No What institution?  
*(Do not count high school dual enrollment)*

Have you ever had a job on the ASU campus? If yes, please list office and responsibilities.

How did you find out about the Orientation Leader position?

Have you applied for a SOAR Leader or Orientation Leader position before? If so, which year?

Yes No Year: \_\_\_\_\_

**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. Share a few of your personal characteristics that will make you a *unique* addition to our staff.
4. List all clubs, organizations and activities you are or have been involved in at ASU and any positions held. You may attach a resume if necessary.
5. If you have been found in violation of the ASU Student Code of Conduct, please attach an explanation.

**References:** You must provide the name of a current ASU faculty or staff member which may include graduate students to serve as a reference. References from undergraduate students and family members are not acceptable. Be sure that your reference is familiar with your work ethic, dedication to projects, and your ASU spirit. Please list reference information below.

**Reference:**

*Name*

*Phone Number*

*E-mail*

## Position Terms and Conditions

*Please Check the Boxes to Signify that You Have Read and Understand the Terms and Conditions.*

### *Length of Position*

New Student Orientation programs run May through August and will include Rambunctious Weekend. All dates and times given are to the best of our knowledge and may change depending on finalization of the University calendar and Orientation planning.

### *Housing*

Housing is not provided for Orientation Leaders. It is up to the individual to arrange for any accommodations.

### *Additional Employment*

Other employment is allowed, but **must not** conflict with training, New Student Orientation programs, Rambunctious Weekend or related functions.

### *Remuneration / Payment*

All hours must be entered into a RamPort timesheet. Orientation Leaders will receive total pay of approximately \$500 in addition to lunch provided at each Orientation program. Staff shirts are to be worn at each orientation event.

### *Training*

Persons who are offered an Orientation Leader position will be required to participate in training. Orientation Leader Training will consist of Teambuilding, University Information, Course Registration and Student Development Workshops. Orientation Leader training will take place **Friday, April 26<sup>th</sup> from 3 p.m. – 6 p.m. and Saturday, April 27<sup>th</sup> from 10 a.m. – 2 p.m.**

### *Orientation Sessions*

Orientation Leaders are required to participate in all New Student Orientation sessions, including set-up the morning of a New Student Orientation. Orientation Leaders are expected to attend all academic classes during Friday New Student Orientation sessions. If selected, please provide a copy of your course schedules so Friday New Student Orientation work schedules may be accurately created. Please consider your course schedule for both Summer I and II when applying, as attendance during the entire New Student Orientation is critical.

### *Orientation Schedule*

Orientation Leaders are required to arrive and be dressed appropriately to each New Student Orientation program by 7:15 a.m. and can expect to be present throughout the day until 5 p.m.

**Friday, June 14<sup>th</sup>**

**Saturday, June 15<sup>th</sup>**

**Friday, July 19<sup>th</sup>**

**Saturday, July 20<sup>th</sup>**

**Saturday, August 3<sup>rd</sup>**

**August 23<sup>rd</sup> – 25<sup>th</sup>**

### *Selection Process Timeline*

1. Application due to the Center for Student Involvement on **Fri. April 5<sup>th</sup>**
2. Group interviews will be held **Mon. April 8<sup>th</sup> from 5 – 7:30 p.m.** and **Tues. April 9<sup>th</sup> from 3:30 – 6 p.m.** You only need to attend one session.
3. If selected, Individual interviews will be held **Thurs. April 11<sup>th</sup> from 9 a.m. – 5:30 p.m.** and **Fri. April 12<sup>th</sup> from 9 a.m. – 5:30 p.m.**
4. Staff selection, **April 15<sup>th</sup>.**

The application will not be considered complete and the applicant will not be able to sign-up for an interview time until all parts are submitted. **The office will also not hold any incomplete applications.**

***I hereby voluntarily consent to the release of information pertaining to my academic records and the verification of my student conduct record to the Student Life Office for the purpose of Orientation Leader selection. I also hereby confirm that the above information and terms & conditions form are true.***

*Applicant's Signature*

*Date*