



2012 ORIENTATION LEADER APPLICATION

ORIENTATION LEADER JOB DESCRIPTION

From years past, it can be stated that the Orientation Leaders are the most significant contact that new students make while attending the Summer Orientation Programs. We make every attempt to personalize the orientation experience so that students may feel comfortable about beginning their studies in the Fall.

Note: It is not necessary to have participated in an Orientation Program yourself in order to become an Orientation Leader.

Although the following is not all inclusive, it contains many of the expectations the College requires of its Orientation Leaders:

- To serve as a group leader for discussions and ice breaker activities with students and/or families.
- To serve in the capacity of RA (Resident Assistant) regarding residential life procedures during the Orientation Programs.
- To serve as a guide and knowledgeable source of information for new students.
- To serve as a role model representing the College.
- To actively assist new students and their families with their transition to Daemen College.
- To participate in all Orientation activities.
- To attend three Orientation Leader Training Sessions.

QUALIFICATIONS

- Relate and interact well with students, parents, faculty, and staff.
- Have knowledge of Daemen College and the activities and services that are available to students.
- Be currently enrolled as a full-time Daemen College student, having completed a minimum of one semester at the College and have a cumulative grade point average of 2.0 or better.
- Must be enrolled full time for the Fall 2012 semester.
- Must be a member of the Daemen community in good standing and not be on disciplinary or academic probation.
- Must be available to participate in ALL training sessions and work collectively as part of a team to prepare for the Orientation Programs.

APPLICATION REVIEW PROCESS

- Application materials (application form, written essays, resume, and reference letter) will be accepted until February 17, 2012.
- Interviews* will be held in late February/early March.
- Orientation Leader Selection Committee will choose the 2012 Orientation Leaders by March 16, 2012.
- Orientation Leader Selection Committee will contact all applicants by mail by March 21, 2012.

**Note: former orientation leaders are exempt from the orientation leader interview process. However, previous Orientation Leader experience does NOT guarantee a position for this year's program.*

COMPENSATION

- Room and board on campus (linens not provided) during the Orientation Programs.
- Four orientation staff shirts (two for the summer program and two for the welcome back program).
- A stipend of \$400 to be paid at the conclusion of the programs. (\$300 for the July Programs, \$30 for the August Program (if applicable), and \$100 for the September Welcome Back Program.)

TIME COMMITMENT

May 4	Mandatory Orientation Leader Welcome (2-4pm)
July 14	Mandatory Orientation Leader Training – Session I
July 15	Mandatory Orientation Leader Training – Session II
July 16-20	Summer Orientation Sessions I & II
August 7	Transfer Orientation (optional)
August 31	Mandatory Welcome Back Week Training
September 1-6	Welcome Back Week Activities
September 8 (tentative date)	Convocation

Note:

***Orientation Leaders must work exclusively for Daemen's Orientation Program for the dates listed above. Failure to meet all the Orientation Leader expectations/responsibilities will result in forfeiture of all, or a portion, of the described compensation, as determined by Daemen College and the Orientation Committee.*

***Any students hired as Resident Assistants for the Fall 2012 semester will be hired as Orientation Leaders for the July & August orientation programs only. During Move-in/Welcome Back Weekend they will assume their RA duties.*

***If you are a student athlete who would like to apply for a position, but is concerned about conflicts during the welcome back week; please note the orientation office will work with you develop a schedule that will meet the needs of the athletic department and orientation.*

ORIENTATION LEADER APPLICATION

All Application materials must be returned by February 17, 2012 to the Wick Center Second Floor Office Suite (Reception Desk).
Send all questions regarding orientation to Kim Pagano at orientation@daemen.edu

GENERAL INFORMATION

First Name

Middle Initial

Last Name

Local Address *(if you are a resident, please provide your on-campus mailbox number)*

Local Phone/Cell Phone

E-Mail Address

Hometown

- Resident
 Commuter

ACADEMIC INFORMATION

Major

Cumulative GPA

Present Class Standing: Freshman Sophomore Junior Senior *(must be a full time student the Fall '12 to qualify)*
 Graduate Program

Previous College(s) Attended (if any)

ADDITIONAL REQUIRED MATERIALS:

- Completed Recommendation Form *(refer to last page of this packet)*
- Resume
- Essay Questions:

On a separate piece of paper please TYPE your answers to the following questions. Please keep in mind that invitations to be interviewed for the position will be based on your application responses. Please use your answers to help the committee to get a sense of who you are and how you would contribute to the orientation team.

New Applicants:

1. Describe your perceptions of an Orientation Leader and explain the responsibilities which you feel are important.
2. Why are you interested in becoming an Orientation Leader?
3. What experiences have you had at Daemen that qualify you to become an Orientation Leader?
4. What personal characteristics do you possess that will assist you in filling this position?
5. Did you attend Orientation as a new student? If Yes, when did you attend and how did you feel about the Program? Is there anything you would have changed about the Program? If No, please state your reason.

Returning Orientation Leaders:

*** Please note that there is a separate application to be a "Team Leader." Contact Kim Pagano for the appropriate application if you wish to apply for that position.*

1. What do you think was your best contribution to the OL staff in your previous experience?
2. What goals are you going to set for yourself for this summer?
3. Thinking about your experience as an Orientation Leader, how would you contribute to the success of the both returning and new OL staff?
4. Why is orientation important for incoming students?

ORIENTATION LEADER RECOMMENDATION FORM

Please have a recommendation form filled out by a Daemen College faculty, staff, or administrator.

Name of applicant: _____ Date of Application: _____

AUTHORIZATION FOR WAIVER, TO BE READ AND SIGNED BY THE APPLICANT:

This waiver is not required as a condition of employment as a Daemen College Orientation Leader.

I understand my right under the U.S. Family Rights and Privacy Act of 1974 to review confidential appraisals placed in my file on or after January 1, 1975 that are submitted with reference to employment as a Daemen College Orientation Leader.

I do do not waive my right to review this reference report. Signature: _____

TO THE APPLICANT: Complete the above information and send this form and a self-addressed Reference envelope to the individual who will be providing your reference. When you receive the completed form in the SEALED envelope include it with the other application materials you submitted. **DO NOT OPEN THE ENVELOPE WHEN IT HAS BEEN RETURNED TO YOU.**

TO THE EVALUATOR: Please complete the information requested on this form. If you need to use additional sheets of paper, please staple them to this form. Your comments will be held completely confidential, if the applicant has waived his or her rights. Your candid completion of this evaluation is appreciated. Please return this completed form to the applicant in a sealed envelope.

Please evaluate the applicant as fairly as you can in each of the categories below by placing an "X" in the appropriate box beneath the scale at the top:

	Poor	Average	Good	Outstanding	Unable to judge
Academic Achievement					
Creative Qualities					
Maturity and Emotional Stability					
Leadership Potential					
Initiative					
Ability to Communicate					
Ability to Accept Feedback					
Ability to Respect Differences in People (e.g., race, class)					
Flexibility					
Sensitivity					
Concern for Others					
Respects others					
Self-motivated					
Demonstrates good judgment					

What do you consider to be the applicant's major strengths?

Evaluator's Name (Type or Print) _____ Evaluator's Telephone Number _____

Evaluator's Signature _____ Date _____

Evaluator's Position or Title _____