PROGRAM
An Orientation Leader is an undergraduate who, along with student coordinators, assists the Office of New Student and Family Programs with the planning and implementation of Orientation and Weekend of Welcome programs at Saint Mary’s College. Orientation Leaders facilitate various aspects of student and family programs, manage events, and serve as student representatives of the College. Orientation Leaders assist first year students with their adjustment to the college both socially and academically. In order to participate in The Orientation Leader Program, students who are selected must in enroll in EDUC 085: Exploring Leadership during spring term and a full time commitment over the summer for the dates of June 1-30 and August 12-25, 2013.

RESPONSIBILITIES
• If not already completed, enroll in and pass a section of EDUC 085, the .25 Leadership Course offered during spring term.
• Meet bi-monthly with the Orientation Leader team.
• Assist with the organization and implementation of Orientation programs, to include sessions on June 18-19, 25-26, 28-29 and August 20-21 and Weekend of Welcome on August 22-25.
• Facilitate various aspects of Orientation student and parent programs, to include academic advising workshops, interest sessions and discussion groups.
• Manage the planning and implementation of events during Weekend of Welcome.
• Assist with registration and overnight accommodations for orientation program participants.
• Enforce College, residence hall, and orientation policies during the programs.
• Serve as a general resource for new students and families, and campus officials.
• Assist Admissions with recruitment programs in the spring semester.
• Identify and appropriately respond to any academic or co-curricular issue that may arise with student advisee(s).
• Work collaboratively with other student staff to promote and/or assist in planning of programs that promote learning in the First Year Experience areas of interest.
• Assist the Office of New Student & Family Programs with other duties as assigned.

TRAINING
Along with the Leadership Course, there will be a mandatory training June 3-14 that will examine the role of the Orientation Leader within the College community, and in the recruitment and retention of new students and the support of their family members. Through the integration of student developmental theory, paraprofessional student personnel and counseling skills, and personal growth opportunities, students will acquire the knowledge, skills and resources pertinent to the position of Orientation Leader.

QUALIFICATIONS
Candidates must be in good academic and disciplinary standing with a minimum 2.5 cumulative GPA. Good communication and public speaking skills, professionalism, teamwork, a prompt and dependable work ethic and the ability to make new students and their families feel comfortable, are essential for success in the program. Campus involvement and an understanding of Saint Mary’s College resources are preferred; bilingual language ability is a plus.

COMPENSATION
This program offers a $1,500 leadership award gifted in June, July and August as well as provides on-campus housing during the June commitment. Awards are based upon the completion of tasks and the conduct of the individual and will be given at the end of every month.

Applications are due to the Office of New Student & Family Programs, Augustine Hall Ground Level 1
By Friday, October 12th at 4:30 pm
Applications are due to the Office of New Student & Family Programs, Augustine Hall Ground Level by Friday, October 12th at 4:30 pm.

Please type or print your answers legibly.

INCLUDED IN THE APPLICATION
- General Information Form
- Resume Request and Application Responses
- Reference Forms

GENERAL INFORMATION

Name:__________________________________________________________

Last                         First                         MI

Local Address: __________________________________________________

Home Address: __________________________________________________

Cell Phone: _____________________ E-Mail:__________________________

EDUCATIONAL INFORMATION

Current Class Standing (circle one)  FR  SO  JR  SR

High School: __________________________ or Community College: _______________________

Major: __________________________   Cumulative GPA (if applicable): _________________

Do you plan to study aboard?   ___Yes   ___No   If yes, when_____________________

- You must have a minimum cumulative 2.5 GPA to be considered as an applicant. Grades will be verified during the application process and at the end of the spring semester to verify eligibility.

COMMITMENT INFORMATION

What other responsibilities do you have planned for Spring term and summer in 2013? Be specific as to the type of commitments, hours involved, and length of involvement. (ie. summer school, vacation plans, summer job)

________________________________________________________________________

________________________________________________________________________

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APPLICATION QUESTIONS

A. Please respond to the following, typed double-spaced on a separate sheet of paper. Please ensure that the sum of your responses do not exceed three pages.

1. Why are you interested in being an Orientation Leader?

2. Based on your knowledge of the Orientation Leader position, what qualities/skills do you possess that will contribute to the Orientation and Weekend of Welcome programs?

3. What was your most significant experience as a new student at SMC? What did you learn from that experience, and how can you relate that experience to that of new students and their family members?

4. Describe what Saint Mary’s Catholic, Lasallian and Liberal Arts traditions mean to you.

5. What advice would you provide a first year student about their first year in college?

B. Please include a headshot picture.

VERIFICATION OF INFORMATION

I affirm that the information which I have provided on this application form and all other application materials for the program of Orientation Leader are complete, accurate, and true to the best of my knowledge.

By signing below, I authorize the Director of New Student & Family Programs to verify my GPA, which must be 2.5 or higher and to check my disciplinary history with the Office of Community Life.

Applicant’s Signature ___________________________ Date __________

APPLICATION CHECKLIST

A complete application will include the following:

• General Information Form
• Application Question Responses
• Headshot Picture
• 2 Reference Forms

Incomplete applications will not be processed.

Applications are due to the Office of New Student & Family Programs, Augustine Hall Ground Level 1
By Friday, October 12th at 4:30 pm
Students applying for the Orientation Leader program must submit two (2) letters of reference, one from a College official such as an advisor or professor, and one from a person of your choice such as a mentor or employer. Please use the reference forms in this application packet and note that NSFP staff may not serve as a reference for this position. It is YOUR responsibility to contact these individuals and to make sure that they have completed and returned the attached recommendation form by Friday, October 12th, 2012 to the Office New Student & Family Programs on Ground Level of Augustine Hall.

College Faculty/Staff Reference:

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ORIENTATION LEADER APPLICATION
OFFICE OF NEW STUDENT & FAMILY PROGRAMS
SAINT MARY’S COLLEGE OF CALIFORNIA

Student Name (please print):

The above named applicant retains the right of access to this document unless s/he has signed the following waiver:

I hereby waive any and all rights of access to this document which is to be included in my application file for the Orientation Leader program. This waiver applies to the Family Educational Rights and Privacy Act of 1974, as amended, and any other similar legislation. I understand that this document may not be used for any purpose other than evaluation of my qualifications for employment.

Applicant Signature: _______________________________ Date: __________________

To the Evaluator: The student listed above is applying for the Orientation Leader program at Saint Mary’s College. If chosen, this student would introduce new students and their families to SMC by assisting in the coordination of Summer Orientation and Weekend of Welcome programs. Please comment on the capabilities of this individual based on your interactions. Thank you for your assistance in our selection process.

Name of reference: ____________________________________________

Local telephone: ___________________________ E-mail: ___________________________

I know this applicant:

Very Well
Well
Casually
Not Well Enough to Rate

Please provide information about the applicant in the following areas:

1. In what context and for how long have you known the applicant?

2. What qualities does the applicant posses that would be beneficial to Summer Orientation and Weekend of Welcome programs?

3. Please comment on the applicant’s ability to be a positive representative of SMC to new students and their families.

Based on my knowledge of this applicant, I

Recommend

Recommend with hesitation

Do not recommend

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