## Student Orientation Leader Application Information

### Student Orientation Leader Description

A student orientation leader is a member of the Orientation staff and reports to the Director and Assistant Director of the Center for Excellence and Inclusion. The student leader’s responsibility supports the successful transition of new students to The Lock Haven University family during summer and fall orientation programs. In all activities, the student orientation leader recognizes that customer service excellence in working with students and their family members is a top priority.

Orientation Leaders serve as resources for new students and family members who are transitioning from their previous environment to the diverse academic, intellectual, and social culture at Lock Haven University. Orientation Leaders are expected to possess a specific body of knowledge about the University acquired through training and experience, and they must be sincerely interested in and skillful at sharing this information with orientation participants. Selection to the Student Orientation Leader team is a unique honor and a rewarding opportunity for personal and professional growth.

### Minimum Qualifications

- **Good academic standing, with a minimum cumulative GPA of 2.5**
- **Good disciplinary standing**
- Knowledge of and commitment to the mission and goals of Orientation
- Leadership potential, professional demeanor, strong work ethic, and willingness to take initiative
- Positive attitude, high energy level, knowledge of and enthusiasm for Lock Haven University
- Good teamwork, communication, and interpersonal skills
- Ability to work effectively with a diverse group of team members, students, and parents
- Desire to learn about the University’s community, programs, resources, policies, and procedures
- Flexibility, responsibility, and willingness to assist others

### Orientation Leader Roles and Responsibilities

- Attend and participate in a summer training sessions
- Serve as a positive representative of the University to new students and their guests
- Answer questions about both social and academic aspects of University life
- Work in teams and as individuals to facilitate orientation for approximately 150 new students each day of the program. Groups may include first-year, non-traditional/adult, and/or transfer students
- Promote interaction among new students during small group discussions, icebreakers, meals, and activities
- Facilitate small group interactions on various topics, including course enrollment and student life issues
- Supervise activities while living among new students attending Summer Orientation sessions
- Work closely and cooperate with other Orientation Leaders and Orientation staff to develop, prepare, implement, and evaluate Orientation programs
- Provide administrative support for the program, including preparation of Orientation materials
- Work with Orientation and New Student Programs staff to assist with and support all aspects of the Orientation program, including Move-In Day and Fall Orientation
- Abide by and reinforce all University regulations
- Perform other duties as assigned

### Orientation Program Overview

Orientation is designed to help entering students and their parents acclimate to Lock Haven University. The goals of Orientation are:

- To introduce entering undergraduate student to the opportunities and responsibilities of academic life at the University
- To create a welcoming environment that builds a sense of community among the incoming class and connects them to faculty, staff, administrators, and other students
- To familiarize the parent of new student with the University experience and what their students can expect while attending Lock Haven University.
- To introduce incoming students and parents to the resources that are available
- To emphasize to students the importance of being involved on campus and taking responsibility and initiative for their own growth and development
Important Student Orientation Leader Dates

SOL’s Move-In to Summer Housing
June 1, 2014

Training
June 2-6, 2014

1-Day Orientation Programs
June 10, 2014
June 12, 2014
June 17, 2014
June 18, 2014
June 19, 2014
June 25, 2014
June 26, 2014

2-Day Orientation Programs
June 14-15, 2014
June 20-21, 2014
June 22-23, 2014
June 27-28, 2014
June 29-30, 2014 (possible)

SOL’s Move out of Summer Housing
July 1, 2014

SOL’s Move-In to Fall Housing
August 20, 2014

Fall Orientation Meeting
August 21, 2014

Opening Weekend
Freshmen Move-In 1 - August 22, 2014
Fall Orientation - August 23, 2014

Terms and Conditions of Employment

• Orientation Leaders must be returning, full-time students for the 2014 fall semester, and they must remain in satisfactory academic and disciplinary standing for the 2014 spring semester.

• Training: Orientation Leaders must be present and on time without exception for all scheduled training sessions and work assignments. Additionally, Orientation Leaders will be expected to attend team meetings as designated by the Director, Center for Excellence and Inclusion.

• Orientation Programs: During the Summer Orientation Program Days, the Orientation Leaders will be expected to work full days. They will be active in various parts of the program and will be given select events/activities during each program.

• Summer Housing: Orientation Leaders will remain in residence in the facilities provided during training and Summer Orientation sessions. Specifically, Orientation Leaders must stay in their assigned residence halls during the overnight orientation programs.

• Summer Classes/Employment: Orientation Leaders may not commit to any other compensatory or non-compensatory engagements that would interfere with their work during the orientation work period (June 1 – July 1 and August 20 – 24). Orientation Leaders are allowed to enroll in Summer Session II only, as Orientation Leader work dates conflict with Summer Sessions I.

• Compensation and Benefits
  o $1,200 stipend, subject to required payroll deductions
    o $1,000 - Summer
    o $200 - Fall (Opening Weekend)
  o Housing in a single, air-conditioned room in Fairview Suites during training and Summer Orientation sessions
  o All meals, Breakfast, lunch, and dinner will be provided during orientation sessions.
  o Orientation Leader uniform shirts.
  o Parking privileges during Training and Summer Orientation. Section 19, around the Rec Center.
  o Pass to the Rec Center from June 1- June 29
Selection Process Overview

STEP 1: Complete the online application.
The application is designed to better inform us about an applicant’s background, work history, academic pursuits, and motivation for becoming an Orientation Leader. Please be clear and concise in your written responses.

The application is made up of five parts: contact and general information, academic information, University and community activities, essay questions, references, and your confirmation and signature. All parts of the application must be completed and submitted along with references by 4:00 PM on Friday, April 25, 2014. It is the responsibility of the applicant to contact your recommender to complete this form on time.

- **Essay questions:** You will be asked to provide a short paragraph answer (no more than 150 words) on two questions. Applicants are encouraged to prepare responses in a word processing program and then copying and pasting answers into the online application.
  - **Question 1:** What characteristics do you possess that would make you a unique and beneficial addition to the Student Orientation Leader team?
  - **Question 2:** What is one thing you would change about your first year attending LHU? Why?
  - **Question 3:** First-year students are not the only population of students that are served by Orientation. We also provide orientation sessions for transfer students and their families/guests. How could you help ease the transition to LHU for each of these populations (transfer students and families)? How might your approach with these groups differ from your work with first year students?
  - **Question 4:** What advice would you give to the parents/guardians of an incoming student? Why?

- **References:** List the names and contact information for two references (name, position, phone number, and email). One of the two references must be associated with the University (faculty, staff, administrator, RA, etc.). The second reference can be a former supervisor, teacher, etc. Your application is not complete until we receive a completed reference form from both of your references. Find reference form below.

STEP 2: Individual interview (pending invitation):
A select number of applicants will be invited to continue to the individual interview process. Individual interviews will be conducted by Director or Assistant Director in Center for Excellence. The individual interview process is designed to provide more detailed insight regarding candidates’ experiences, qualifications, and understanding of the University and the Orientation Leader role. Dress is business casual.

Tentative Student Orientation Leader Selection Timeline

- **Application deadline**
  April 25, 2014

- **Notification of interview**
  April 28, 2014

- **Individual Interviews:**
  May 1-2, 2014

- **Selection Announcement**
  May 5, 2014

- **Acceptance Deadline**
  May 9, 2014

Additional Questions?
Kenneth Hall
Center for Excellence & Inclusion
Sullivan Hall
# Student Orientation Leader Application

Please complete all sections to be considered for employment.

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<th>Major:</th>
<th>Expected Graduation Date: 20_____</th>
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<th>Number of semesters left at LHU?</th>
<th>How many semester have you lived in the residence halls:</th>
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<tr>
<th>Current cumulative GPA:</th>
<th>Do you have another summer job at LHU?</th>
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<th>This summer I plan to carry _____ credit hour.</th>
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- **Essay questions:** Please provide a short paragraph answering (no more than 150 words) two of the questions that are listed above. Applicants are encouraged to prepare responses in a word processing program and then print a copy to submit with this application.

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:
# Student Orientation Leader- Reference Form

Note to applicant: Please read and sign this form and give it to a reference (other than a personal friend or family member) that can adequately respond to the items. It is recommended that you follow up with each reference to be sure the 4/21/14 deadline is met. If the reference form is being completed electronically, please substitute your initials for signature below.

### Name of Applicant:

### Name of Reference:  
Relationship to Applicant:

Reference Email:  
Reference Phone(s):

Please note: This reference may be viewed by the applicant unless the applicant waives right of access.

**Right of waiver:** I waive my right of access to this recommendation. (Applicant, please check choice; then sign and date.)

- [ ] Yes  
- [ ] No

Signature: ____________________________________________  
Date: ____________________________________________

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To the Evaluator: This student is applying for the position of Orientation Leader. If chosen, this student would introduce entering students and their families to LHU by leading discussion groups, explaining academic policies and procedures, & conducting campus tours. You can assist us in the selection process by using the following rating scale to assess the following areas:

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<th>N/A</th>
<th>1 Unacceptable</th>
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<td>1. Ability to manage time, follow established procedures, and adhere to a schedule</td>
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<td>2. Ability to make decisions and solve problems.</td>
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<td>3. Ability to deal with stressful situations</td>
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<td>4. Ability to relate well with student, parents, faculty, and administration.</td>
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<td>5. Ability to make oral presentations to a group</td>
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<td>6. Ability to communicate effectively on a one-to-one basis.</td>
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<td>7. Ability to lead and control a group.</td>
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<td>8. Ability to project a positive image of LHU</td>
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<td>9. Ability to work well with persons with other backgrounds, lifestyles, and interests.</td>
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Comments:

10. Potential for overall effectiveness as a student orientation leader.

Comments:

Are there any additional comments that you would like to provide regarding this candidate that sets this individual apart from other candidates seeking an Orientation Leader position?

Signature of Evaluator __________________________________________ Date ___/___/___

Reference Forms Must Be Submitted, by Monday, April 21, 2014 to the Center for Excellence and Inclusion, 1st Floor, Sullivan Hall.

ATTN: Orientation Selection Committee c/o Kenneth Hall Center. References may also be emailed to khall@LHUP.edu.