ROOSEVELT UNIVERSITY

Center for Student Involvement

New Student Orientation: Summer 2013/Spring 2014
Orientation Leader & Head Orientation Leader Application for the Chicago Campus

How to apply:

1) Carefully read the attached Orientation Leader Position Description and Selection & Training Timeline so you are familiar with the responsibilities and expectations associated with the position.

2) Complete the application including answers to all of the questions, additional information, and attach a current resume, etc.

3) Turn in completed applications to the Center for Student Involvement (*Wabash 323)* by Friday, April 12 by 5:00pm. Applications must be submitted in person.

4) Sign up for a 20 minute interview time slot when you submit your application to CSI. Time and date availability is on a first-come, first-served basis. Interviews will be held Monday, April 15—Thursday, April 18, 2013.

5) Decisions will be sent via email by the end of the day on Tuesday, April 23, 2013. If you have questions or concerns, please contact:

Elizabeth Choporis
Director, Center for Student Involvement
Chicago Campus
312.341.2243
echoporis@roosevelt.edu

Roosevelt University
2013-2014 Orientation Leader Position Description

PART-TIME (hours and days vary)

REPORTS TO: *Center for Student Involvement (CSI) Professional Staff*

SUMMARY:
The Orientation Leader and Head Orientation Leader positions are part-time leadership positions integral to the planning, coordination, and execution of the programs and activities associated with New Student Orientation (NSO) for students entering in Fall 2013. **Spring 2014 will be on an as-needed basis; payment for spring has yet to be determined.** Head Orientation Leaders and Orientation Leaders (OLs) are expected to actively contribute to an environment that will:

- Acquaint new students with campus services, policies, activities and facilities
- Encourage new students to fully participate in the University environment and campus life
- Assist new students with understanding academic expectations and mission of the University
- Welcome parents/families of new students
- Familiarize students with our campus

NSO is a two part program including:

- Transfer Orientation (1-day program on August 17) and First-Year Orientation (4 day program, Aug. 19-21) in August, and two one-day sessions in January.
- Laker Days Saturday-Sunday, August 24-25, 2013 will consist of two days of fun activities designed to help integrate new students into campus life, the City of Chicago and each other.

Please view detailed job descriptions below. All OL positions require tremendous commitment and all candidates ***must be available during all training and orientation dates.*** Please see page three for a listing of all important training and orientation dates.

During the Orientation Programs, OLs and Head OLs will work the entire day, including social/community events during the evening. You may not work at another job during training or orientation.

Qualifications OLs *and* Head OLs:

- Currently enrolled undergraduate or graduate
- Demonstrated academic success (must have a 2.5 cumulative grade point average during time of application and during time of employment)
- No documented violations of the Roosevelt Code of Conduct
- Understand and believe in the mission of the University and New Student Programs
- Strong communication skills
- Open minded, inclusive, and respectful of various backgrounds and lifestyles
- Positive, outgoing, and able to relate well with students, family members guests, faculty, and staff
- Knowledge of University and city resources
- Involvement in campus life preferred (i.e. student organizations, etc.)
- Ability to meet deadlines and follow through on responsibilities
- Schedule that permits attendance at ALL orientation activities
- Demonstrate a desire to learn about the University, its regulations, people, programs, and community
- Ability to exercise excellent judgment and follow-through in emergency/crisis situations

Responsibilities

Orientation Leader Responsibilities:

- Attend and actively participate in the OL "Meet and Greet" and all staff training sessions listed on the following page; OLs are **expected to work ALL NSO programs in August**
- Assist with the organization, planning and implementation of both Fall 2013 and potentially Spring 2014 orientation Activities
- Facilitate small group meetings with new students and lead campus information presentations that will help acquaint new students with campus services and policies, activities and facilities
- Work in a collaborative manner with peers, orientation staff, faculty, and other related offices to effectively deliver information
- Encourage new students to fully participate in the University environment and campus life
- Assist new students with understanding academic expectations at the University
- Participate in the evaluation process of the Orientation program
- Live on campus during training (housing will be provided; this is **required** of ALL OLs)
- **Fulfill all other duties and responsibilities as assigned by the staff of the CSI**

Head Orientation Leader—*Additional Responsibilities:*

- Work a total of 24 office hours in CSI, between August 1—August 8. This is in addition to the NSO dates.
- Previous experience as an OL *(preferred, but not required)*
- Assist CSI professional staff with the organization, pre-planning, and implementation of Summer 2013 and Spring 2014 orientation activities before OL training begins
- Serve as a mentor and leader on the Orientation team, as well as first point of contact for any general questions or concerns
- Assist and participate in the implementation of OL training sessions
- Serve as a student contact with various offices and departments throughout orientation
- **Fulfill all other duties and responsibilities as assigned by CSI**

Compensation

Compensation for OLs:

- The opportunity to enhance your interpersonal skills, knowledge, confidence, and service to others, and serve as a role model while assisting in the recruitment, transition, and retention of new students
- Being a member of a fun team and making a difference in the lives of new students
- Leadership and teambuilding opportunities that will enhance your leadership skills
- Stipend of $1,000 (summer)
- Unlimited-ride 7-Day CTA pass for use during training
- Early Move-In for fall (if applicable)
- Select meals during orientation, retreat and training
- Orientation staff shirt and other RU giveaways
- On campus housing during training (Wabash Building housing will be provided; **this is required**)

Compensation for Head OLs:

- The opportunity to enhance your interpersonal skills, knowledge, confidence, and service to others, and serve as a role model while assisting in the recruitment, transition, and retention of new students
- Being a member of a fun team and making a difference in the lives of new students
- Leadership and teambuilding opportunities that will enhance your leadership skills
- Stipend of $1,300 (summer)
- Unlimited-ride 7-Day CTA pass for use during training
- Early Move-In for fall (if applicable)
- Select meals during orientation, retreat and training
- Orientation staff shirt and other RU giveaways
- On campus housing during training (Wabash Building housing will be provided; **this is required**)

2013 ORIENTATION LEADER SELECTION AND TRAINING TIMELINE

Applications Available	Monday, March 25	9am	CSI—WB 323 CSI website, and around campus
OL Informational Sessions	Friday, March 29 Monday, April 1 Thursday, April 4	Noon 4pm 4pm	WB 317 WB 416 WB 317
Applications Due	Friday, April 12	5pm	CSI—WB 323
Individual Interviews	Monday, April 15 Tuesday, April 16 Wednesday, April 17 Thursday, April 18	Varies	CSI—WB 323
Applicants Notified	Tuesday, April 23	(by end of day)	Via Email
OL Acceptance Due	Thursday, April 25	By 5pm	CSI—WB 323
Summer 2013 OL Meet and Greet!	Friday, April 26 OR Friday, April 26	11am OR 3pm	Wabash 323 (CSI)
Staff Retreat	Friday, August 9	9am-6pm	TBD
Staff Training	Saturday, August 10-Friday, August 16	9am-5pm	On Campus
Staff Refreshers Spring 2014	Monday, January 6 & Tuesday, January 7, 2014	TBA	On-Campus

2013 NEW STUDENT ORIENTATION DATES

Transfer Orientation	Saturday, August 17	7:30am-5pm	Chicago Campus
First-Year Move-In assistance	Sunday, August 18	TBA	Wabash/UC
First-Year Orientation	Monday, August 19— Thursday, August 22	8:00am—evening (this will be determined soon; likely until 10pm or 11pm)	Chicago Campus
Laker Days	Saturday, August 24 Sunday, August 25	Varies	Varies

New Student Orientation Summer 2013/Spring 2013
Orientation Leader & Head Orientation Leader Application for the Chicago Campus

Completed applications must be submitted to the Center for Student Involvement, Wabash 323 by Friday, April 12 at 5:00pm.

(Please type or print clearly)

Name: _____ Student ID Number:_____

Current Address: _____

RU E-mail Address: _____ Cell Phone:_____

Present Academic Classification:_____ Major:_____
(First-year, sophomore, junior, senior, grad student)

Current Roosevelt Student: Yes ☐ No ☐ Transfer to RU? Yes ☐ No ☐

Expected Graduation Date: _____

Last Semester GPA: _____ Cumulative GPA: _____
A candidate must have a cumulative GPA of 2.5 or higher (undergraduate) to be considered for any orientation position

Out of State Student: Yes ☐ No ☐ Resident Student: Yes ☐ No ☐ Athlete: Yes ☐ No ☐

Current employed on campus? Yes ☐ No ☐ If yes, how many hours: _____

If employed on campus, have you been approved by your current supervisor to accept an Orientation Leader position, including all time commitments and responsibilities? Yes ☐ No ☐

Name of Supervisor: _____

Have you previously been employed as an Orientation Leader? Yes ☐ No ☐

Which position are you applying for? Head OL ☐ OL ☐
If not selected as a Head OL, would you like to be considered for an OL position? Yes ☐ No ☐

Please have *two PROFESSIONAL references* complete the reference forms attached to this application. References can be a current or previous faculty member, campus administrator, previous employer, or supervisor from either a current or previous position.

By signing, I hereby agree:
To the best of my knowledge, all the information on this application is correct. By signing this application, I express my willingness to accept the responsibility and spend the time required. I have read the position description and fully understand that if appointed, I am expected to work for the duration of Summer 2013/Spring 2014 NSO programs. I also agree to release my academic and disciplinary records to the Center for Student Involvement professional staff, and to uphold the aforementioned responsibilities of the Orientation Leader position.

Signature: _____ Date: _____
Print Name: _____

Application Questions

Please answer the following questions on a separate sheet of paper. Answers should be typed, double spaced, grammatically correct and one to two paragraphs in length (per question):

1) Why do you want to be an Orientation Leader for Summer 2013/Spring 2014 NSO? What in particular about the position description appeals to you?
2) What is your most positive memory about your first weeks at Roosevelt?
3) Orientation is a high energy, high traffic environment. Describe a situation when you have worked in this type of setting, and some of the strategies you used to fulfill your responsibilities.
4) Describe some of the talents, abilities or special skills you have that relate to the OL/Head OL position. What unique qualities will you be able to bring to a team?
5) How do you feel this position experience will contribute to your own personal development and goals?
6) Please attach a resume with your employment history, college activities, and high school activities.

Checklist Reminders

Great! You've completed your application and you are just about ready to submit it to the Center for Student Involvement. Before you do, make sure you've completed the following:

- ☐ Have you looked over the job description to understand the responsibilities and time commitments?
- ☐ Have you looked over the NSO program dates to make sure you are available?
- ☐ Have you attached your typed answers to this application?
- ☐ Have you attached your current resume to this application?
- ☐ Have you asked two people to complete reference forms for you?
- ☐ Have you signed and dated the application?
- ☐ Have you signed up for an interview at the CSI office?

Decisions will be made and sent by Tuesday, April 23. If you are selected, you will be required to attend all staff training dates. All applicants should keep these dates open until you have been notified of the decision.

Thank you for your interest in the Summer 2013/Spring 2014 NSO Staff!

ROOSEVELT UNIVERSITY

Orientation Leader Reference Form

Name of candidate: _____

How long have you known the candidate? _____

In what capacity? _____

Personal Characteristics

Please rate the candidate on each of the following personal characteristics by placing an X on the continuum. If you do not have knowledge of the candidate in respect to a characteristic, please check NBJ (no basis for judgment).

	weak				strong	
	1	**2**	**3**	**4**	**5**	**NBJ**
Confident						
Open-minded						
Inclusive						
Creative						
Flexible						
Decisive						
Honest						
Responsible						
Independent						
Enthusiastic						
Sincere/Genuine						
Skills						
Listening						
Communication						
Organization						
Cooperation						
Problem solving						
Time management						
Leadership						
Judgment						
Interpersonal						
Growth potential						

Please provide comments about the candidate's personality, abilities, strengths and challenges. Please elaborate on any previous points. You may use the reverse side of this form.

Overall recommendation:

___ I strongly recommend ___ I recommended with reservation ___ I do not recommend

Evaluator Name (Please Print)_____

Signature of evaluator _____ Date _____

Return to: Elizabeth Choporis, Director, Center for Student Involvement,
430 S. Michigan Ave., Wabash 323, Chicago, IL 60605 **by Friday, April 12, 2013.**

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	weak 1	2	3	4	strong 5	NBJ
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Open-minded						
Inclusive						
Creative						
Flexible						
Decisive						
Honest						
Responsible						
Independent						
Enthusiastic						
Sincere/Genuine						
Skills						
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Judgment						
Interpersonal						
Growth potential						

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___ I strongly recommend ___ I recommended with reservation ___ I do not recommend

Evaluator Name (Please Print)_____

Signature of evaluator _____ Date _____

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