

2013 Orientation and Welcome Leader



New Student & Owl Family Programs

On behalf of New Student & Owl Family Programs, we are excited for your interest in becoming an Orientation and Welcome Leader in 2013. We are in need of outgoing, friendly, spirited and energetic individuals to help welcome new students to FAU and make their transition to college smooth and memorable. Thus, we are looking for the best of the best in order to create a strong team of orientation leaders to represent our department and our mission. Best of luck in the application process, and *Go Owls!* If you should have any questions, problems, or concerns throughout the selection process, please email the office at orientme@fau.edu or call 561-297-2733.

APPLICATION QUALIFICATIONS:

Please read carefully – Retain this page for your records.

To apply for the Orientation and Welcome Leader position, a student:

- Must have completed 15 credits at FAU by the end of the Fall 2012 semester.
- Must have a cumulative minimum GPA of 2.75 and semester GPA of 2.50 at the end of the Fall 2012 semester. **This GPA minimum requirement must be maintained during the term of employment.**
- Must be registered as a FAU degree-seeking undergraduate student for at least 15 credits during both the Spring 2013 and Fall 2013 semesters of employment.
- Must enroll in the LDR 2010 course in the Spring 2013 semester.
More information will be shared about this course at the Information Sessions in Oct. 2012
- Must be in good standing with Florida Atlantic University and the New Student & Owl Family Programs Office (i.e. no disciplinary probation, outstanding financial obligations, etc.).
- Must be available to attend Orientation Leader Training and supplemental activities during the Spring 2013 semester. **Weekly training sessions will be scheduled by the Assistant Director and Graduate Assistant. OWLs must have flexibility in their course schedule to accommodate training sessions.**
- Must attend the Southern Regional Orientation Workshop (SROW) as hosted by the National Orientation Directors Association (NODA) at the University of Memphis, March 14-17, 2013.
- May not take any summer courses, at FAU or any other institution.
- May not have another job outside of employment at New Student & Owl Family Programs from May 1, 2013 to the start of the Fall 2013 semester.
- Must have effective communication, leadership, customer service and organizational skills.
- Must have a positive attitude and ability to work as a team member.
- Must have a respect for, and appreciation of, the diversity of the incoming FAU student population.
- A willingness to work daytime, evening, and weekend hours as scheduled, plus hours during holidays and between academic terms.
- Must be available for the entire period between the end of Spring 2013 and beginning of Fall 2013.

If you have questions throughout the selection process, contact the office at 561-297-2733 or orientme@fau.edu.

ORIENTATION AND WELCOME LEADER POSITION DESCRIPTION:

An Orientation and Welcome Leader (OWL) is a member of the New Student & Owl Family Programs (NSOFP) student staff and after completion of the training program, assists with preparation, execution and breakdown of orientation sessions during the 2013 calendar year. An OWL is responsible for actively engaging incoming students and their families and offering assistance to ensure a smooth transition into FAU.

OWLs are supervised by the Graduate Assistant and Assistant Director and by other professional staff members within the NSOFP Office. OWLs maintain a close working relationship with other NSOFP staff members.

GENERAL RESPONSIBILITIES:

As an Orientation and Welcome Leader, you will be required to carry out general responsibilities such as participating in staff training, attending staff meetings and events, planning, preparing and executing orientation-related programs and activities, office hours, and assisting students and their families. You will be given a schedule of all orientation responsibilities at the beginning of the Spring 2013 semester; this schedule may be subject to change.

OTHER EXPECTATIONS:

- Use Facebook and other on-line community groups in a fashion to be a positive role model and student leader.
- Consult with Assistant Director prior to discussing orientation related issues with the press.
- Continuously build knowledge-base and enhance skills.
- Show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Treat students, their families, and team members with respect; work with integrity; uphold organizational values.
- Prioritize and plan work activities; use time efficiently and complete tasks on time.
- Volunteer readily; ask for and offer help when needed.

EMPLOYMENT INFORMATION & COMPENSATION:

- Compensation for this position will amount to a total of \$2000, distributed in stipends starting after the first orientation in April 2013 and concluding with the final orientation in November 2013.
- This position also includes an on-campus room package for the Summer 2013 semester at no cost. This includes a double bedroom waiver, cable television, and a telephone line with local access.
- A partial meal plan may also be issued to each orientation leader for meals during orientation sessions.
- An orientation leader is expected to work every week during the summer. As an OWL, it is difficult to determine the exact hours for duties because the orientation schedule is not consistent during each week of the summer.

CHECKLIST AND TIMELINE

Please review the following checklist prior to submitting your application. The selection committee will not consider late or incomplete applications. Once you have ascertained that your application is complete, please submit all application materials listed below.

Every applicant must attend one of three Information Sessions offered during the month of October 2012. The sessions will be held as follows:

- Tuesday, October 2nd, 2012, 5:00PM – 7:00PM in Live Oak A.
- Friday, October 12th, 2012, 12:00PM – 2:00PM in Nations MPR.
- Wednesday, October 17th, 2012, 2:00PM – 4:00PM in Live Oak A.

If you are unable to attend any of the three Information Sessions offered, you may still apply to be an Orientation and Welcome Leader so long as you provide a valid reason that you were unable to attend. Simply e-mail our office in advance, or speak with a staff member when you pick up an application in the New Student & Owl Family Programs Office in Room 206 of the Student Union. You can contact the department by calling 561-297-2733 or e-mailing conflict to orientme@fau.edu.

These application materials must be completed and submitted all together to the NSOFP Office, Student Union Room 206 by Friday, October 26, 2012 at 5:00PM.

Please collect all items and paperwork into a manila envelope, folder, or some other form of binding with your name and Z Number clearly labeled on the outside:

- ☐ Completed Application Form- Pages 4 - 7 of this packet; please fill out these pages legibly and attach supplemental materials typed.
- ☐ Résumé
- ☐ Essay Question Responses
- ☐ 1 letter of recommendation, included in this packet (in a separate sealed envelope with applicant's name on the outside)
- ☐ Copy of current unofficial academic transcript (can be printed from myFAU Self-Service)

TIMELINE

Information Session *You MUST attend one of these sessions*	Tuesday, October 2, 5PM – 7PM, Live Oak A Friday, October 12, 12PM – 2PM, Nations MPR Wednesday, October 17, 2PM – 4PM, Live Oak A **Applications are distributed at the Info Sessions or are available for pick-up in the NSOFP Office**
Application Materials Due	Friday, October 26, 2012 at 5PM
Group Interview	Saturday, November 3, 2012 (3 sessions) *On your application you must preference the time slots.
Individual Interviews	Sunday, November 4, 2012 (8AM – 5PM) *On your application you must preference the time slots.
Offer Letters	<i>Provisional based on academic criteria</i> (mid-November) *sent via email
Official Hire Letters	After conclusion of Fall 2012 semester (mid-December) *sent via email

Application

This must be filled out completely and submitted in hard copy version along with your resumé, essay question responses, letter of recommendation and a copy of your most current academic transcript

GENERAL INFORMATION

Full Name: _____/_____/_____
(Last) (First) (Middle)

Gender: ☐ Male ☐ Female Date of Birth: _____

Student Z Number: _____ University Email Address: _____@fau.edu

Did you transfer to FAU from another institution? ☐ Yes ☐ No

If yes, please indicate prior institution: _____

Major/Minor: _____

Graduation Semester/Year: _____

Are you eligible to work in the United States? ☐ Yes ☐ No

Do you have a valid Social Security card? ☐ Yes ☐ No

Local Address: _____
(Street Address – If on-campus, list building and room number only)

Hometown: _____

Cellular or Alternate Telephone Number: _____

ANTICIPATED COMMITMENTS DURING 2013 CALENDAR YEAR

List any activities (such as student organizations, outside employment, athletics etc) that you plan to engage in during the calendar year of employment and the approximate time commitment (in hours) of each per week.

Outside employment must be suspended during the Summer 2013 semester.

Activity	Supervisor Name and Contact Information	Commitment (hours/ week)

[Application Page 2]

ESSAY QUESTIONS

On a separate sheet of paper, please type your brief responses to the following questions. Your collective responses should be no more than two pages:

1. Please tell us a little about yourself, your background/history, and why you chose FAU?
2. Why do you want to be an orientation leader, and what do you intend to gain from the position?
3. What is one piece of advice you would give to an incoming FAU student and why?

GROUP INTERVIEW SESSION PREFERENCE

The group interviews will take place on Saturday, November 3rd, 2012 at three different times. The process will take approximately three hours. Please prioritize the sessions in the order you would prefer to attend. You will only have to attend one session, but there is limited space in each section so you may not get your first choice. DO NOT select only one time as it may be unavailable.

Please put a number 1-meaning 1st choice, 2- meaning 2nd choice etc.

[_____] November 3rd at 9:00AM – 12:00PM

[_____] November 3rd at 1:30PM – 4:30PM

[_____] November 3rd at 6:00PM – 9:00PM

INDIVIDUAL INTERVIEW AVAILABILITY

Individual Interviews will take place on Sunday, November 4th, 2012 from 8:00AM – 5:00PM in the Student Union. Please check all times you are available for your interview. DO NOT select only one time as it may be unavailable.

Sunday, November 4th, 2012

☐ 8:00AM – 8:30AM

☐ 8:30AM – 9:00AM

☐ 9:00AM – 9:30AM

☐ 9:30AM – 10:00AM

☐ 10:00AM – 10:30AM

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☐ 2:30PM – 3:00PM

☐ 3:00PM – 3:30PM

☐ 3:30PM – 4:00PM

☐ 4:00PM – 4:30PM

☐ 4:30PM – 5:00PM

**** Please note failure to attend an Individual Interview or the Group Process interview removes you as an eligible candidate for the Orientation and Welcome Leader Position.**

Following completion & submission of application packet and all materials, you will be emailed the time, date and location for your group interview, and individual interview.

[Application Page 3]

Please read the declaration below carefully before signing. Submission of this 2013 Orientation and Welcome Leader Application to New Student & Owl Family Programs affirms your agreement to the statement below.

To the best of my knowledge, the information that I have furnished on this application is true and correct. I realize that intentional falsification of statements on this application will subject me to being disqualified as an applicant. **Initials:** _____

I have reviewed the Orientation and Welcome Leader Job Description, as attached and understand the requirements, duties and responsibilities of the position (including attendance at spring training, etc.), as well as the outlined benefits. **Initials:** _____

I hereby grant the Office of New Student & Owl Family Programs permission to verify my cumulative and semester GPA and student conduct record. By submitting this application, I certify that I currently have a minimum of a 2.75 cumulative and 2.5 semester GPA and understand that I must maintain a 2.75 cumulative/2.5 semester minimum GPA as an undergraduate per semester overall throughout my employment with New Student & Owl Family Programs, if offered a position. If hired, this release shall remain in effect throughout my employment as an Orientation and Welcome Leader.

Initials: _____

I understand that if hired, I am responsible for registering for and completing the LDR 2010 course during Spring 2013 and all other training sponsored by New Student & Owl Family Programs.

Initials: _____

I must have a clear student conduct record to be considered as an applicant for this position. If I am found responsible for a violation of the Student Code of Conduct during my term of employment, I may be terminated from my position, to be determined by the Office of New Student & Owl Family Programs.

Initials: _____

Information Session Attended (please circle or highlight):

October 2nd

October 12th

October 17th

Did not attend

(If you did not attend an Info Session, please explain why here: _____)

Applicant Signature:

Applicant Z Number:

Date:
