

**OFFICE OF STUDENT ACTIVITIES
WESLEY COLLEGE
ORIENTATION LEADER SELECTION PROCESS 2012**

Important Information for Orientation Leader Applicants

Be sure to thoroughly read all materials in this packet and keep this sheet for future reference.

Application Information

----- **Submit the following information to the Office of Student Life, College Center 125, by Friday, February 17, 2012 at 4:30 pm:**

- A completed application.
- Recommendation forms (described below) - make sure the individuals completing recommendations submit them by the February 17th deadline.

----- **GPA Requirement:** All candidates must have a **2.5 or higher cumulative GPA** by the end of the Fall 2011 Semester in order to continue with the process (and at the end of the Spring 2012 Semester to continue in employment if hired).

----- **Judicial Record:** All candidates must have a clean judicial record to continue with the application process.

----- **Faculty/Staff Recommendation Form:** Give this form (after signing it) to the faculty or professional staff member of your choice and ask that she/he complete it as soon as possible and return it to the **Office of Student Life, College Center 125, by Friday, February 17, 2012**. We may be contacting your references in March for follow up information.

----- **Supervisor/Employer Recommendation Form:** Give this form (after signing it) to a supervisor or employer (job, internship, practicum, etc.) of your choice and ask that she/he complete it as soon as possible and return it to the **Office of Student Life, College Center 125, by Friday, February 17, 2012**. We may be contacting your references in March for follow up information.

Interview and Selection Timeline

----- **Interview Process:** Interviews will take place during the week of February 20-24, 2012. Applicants must schedule an interview time when they drop off their completed application in **Office of Student Life, College Center 125, by Friday, February 17, 2012**. Applicants will be cleared academically and judicially to go through the interview process.

----- All applicants will be notified via Wesley email regarding selection no later than **March 2, 2012**.

If you have questions, please contact the Office of Student Activities at 302-736-2579
or e-mail Sarah Smith, Director of Student Activities at Smith@wesley.edu.

**OFFICE OF STUDENT ACTIVITIES
WESLEY COLLEGE
ORIENTATION LEADER INFORMATION**

A crucial role of the Orientation Leader is to communicate a tremendous amount of critical information about the College. The staff will be trained to answer questions about academic adjustment, student services and campus life issues. In order to better understand the responsibilities of the position, keep in mind that candidates will need to possess a high energy level and strong commitment to the program. Please note that the Orientation Leader position is an intense commitment with special emphasis on the Orientation programs in May, June, August and January as well as Weeks of Welcome, New Student Leadership Retreat, FYE Lecture Series and Family Day. There are also opportunities for participation in additional activities throughout the year.

Qualifications/ Conditions of Employment

Specifically the following criteria must be met:

- Have a minimum cumulative GPA of 2.5 or better;
- If enrolled in Summer courses, must be available for training and orientation dates from 8am to 5pm;
- You must be enrolled as an undergraduate student at Wesley College for Fall 2012;
- Be in good disciplinary standing;
- Relate well with students, parents, faculty, and administration;
- Have a willingness to learn about WC programs and services;
- Have strong interpersonal communication skills (e.g., public speaking & listening skills);
- Demonstrate an ability to work with groups of diverse individuals, be a team player;
- Have good public relations skills;
- Be reliable, responsible, confident and sincere;
- Be present and actively participate in the following activities: Training Sessions, SOAR, Continuing Orientation, Staff Meetings, specified Weeks of Welcome programs, New Student Leadership Retreat, FYE Lecture Series, Family Day, and January 2013 Orientation;
- Comply with all aspects of the Wesley College Student Code of Conduct;
- Maintain the highest ethical and professional conduct at all times.

Duties & Responsibilities

- Participate in all training activities in Spring 2012;
- Participate in all work activities as noted in the dates listed below;
- Serve as a resource person providing general assistance and answering questions;
- Lead small and large groups of new students in discussions and activities;
- Direct and participate in social and recreational activities;
- Attend regular staff meetings during Orientation;
- Complete administrative tasks and program preparation duties as assigned;
- Comply with the Wesley College Student Code of Conduct.
- Other duties as assigned

Save these Dates in 2012: Orientation Leader Work Commitments

Training: March 14 & 28, April 11, May 8-11
SOAR Sessions: May 12, 17, 22, 24, 30, June 6, 8, 23
SOAR Follow-Up: July 30, 31
August Orientation Preparation: August 8-15
August Orientation: August 16-19
Weeks of Welcome: First 2 weeks of school
New Student Leadership Retreat: September 7-9
Family Day: September 15

Remuneration

Orientation Leaders will be paid a \$1,250.00 stipend for the Work Commitments listed above. Meals are provided during Training and Orientation Days. Housing may be provided, space permitting, during the training and SOAR days. Students who are provided housing during that time will work additional hours for the months of May & June in the Office of Student Activities.

**OFFICE OF STUDENT ACTIVITIES
WESLEY COLLEGE
FACULTY/STAFF RECOMMENDATION FORM**

A crucial role of the Orientation Leader is to communicate a tremendous amount of critical information about the College. The staff will be trained to answer questions about academic adjustment, student services and campus life issues.

Please keep in mind that candidates will need to possess a high energy level and strong commitment to the program. The sessions are very quick-paced and action-packed. A high level of enthusiasm must be maintained throughout the program. Having stated this, please take a few moments to complete this recommendation.

Candidate's Name: _____ Your Name: _____

Under the provision of the Family Educational Rights and Privacy Act:

___ I have retained my right of access to this reference

___ I have waived my right of access to this reference.

Date: _____ Candidate's Signature _____

Using the scale below, please rank this candidate in the following areas:

Circle appropriate response:

Skill/Characteristic	Excellent	Above Average	Average	Below Average	Poor	No basis for comment
Maturity	5	4	3	2	1	0
Listening skills	5	4	3	2	1	0
Initiative	5	4	3	2	1	0
Interacts well with others	5	4	3	2	1	0
Communication skills	5	4	3	2	1	0
Assertiveness	5	4	3	2	1	0
Completes tasks on time	5	4	3	2	1	0
Leadership ability	5	4	3	2	1	0
Enthusiasm/Energy level	5	4	3	2	1	0

In the space below, please provide comments which may allow us to become more familiar with the candidate (i.e., strengths, weaknesses, unique qualities, etc.)

Please give us your estimate of this candidate’s overall potential for the **Orientation Leader** position.

_____ Highly Recommend _____ Recommend _____ Cannot Recommend

I, _____, submit this form to the **Office of Student Activities** in full accordance with the conditions set forth by the candidate on this form.

Signature _____ Date _____

Name (please print) _____ Position _____

Please Return to:

Office of Student Activities
College Center 125

by FRIDAY, FEBRUARY 17th, 20 12

**OFFICE OF STUDENT ACTIVITIES
WESLEY COLLEGE
SUPERVISOR RECOMMENDATION FORM**

A crucial role of the Orientation Leader is to communicate a tremendous amount of critical information about the College. The staff will be trained to answer questions about academic adjustment, student services and campus life issues.

Please keep in mind that candidates will need to possess a high energy level and strong commitment to the program. The sessions are very quick-paced and action-packed. A high level of enthusiasm must be maintained throughout the program. Having stated this, please take a few moments to complete this recommendation.

Candidate's Name: _____ Your Name: _____

Under the provision of the Family Educational Rights and Privacy Act:

___ I have retained my right of access to this reference

___ I have waived my right of access to this reference.

Date: _____ Candidate's Signature _____

Using the scale below, please rank this candidate in the following areas:

Circle appropriate response:

Skill/Characteristic	Excellent	Above Average	Average	Below Average	Poor	No basis for comment
Maturity	5	4	3	2	1	0
Listening skills						
Initiative						
Interacts well with others						
Communication skills						
Assertiveness						
Completes tasks on time						
Leadership ability						
Enthusiasm/Energy level						

In the space below, please provide comments which may allow us to become more familiar with the candidate (i.e., strengths, weaknesses, unique qualities, etc.)

Please give us your estimate of this candidate’s overall potential for the **Orientation Leader** position.

_____ Highly Recommend _____ Recommend _____ Cannot Recommend

I, _____, submit this form to the **Office of Student Activities** in full accordance with the conditions set forth by the candidate on this form.

Signature _____ Date _____

Name (please print) _____ Position _____

Please Return to:

Office of Student Activities
College Center 125

by FRIDAY, FEBRUARY 17th, 20 12