

# Orientation Leader Application 2013



## OL POSITION DESCRIPTION:

Orientation Leaders (OLs) will provide the Class of 2017 and their families with a high-quality and enthusiastic introduction to the University of Vermont!

This introduction highlights UVM's spirit, mission, curriculum, and co-curricular experience. OLs also introduce and model UVM's community rights and responsibilities. As such, OLs represent the best of UVM in order to demonstrate what membership in our community is all about.

The OL works collaboratively with a staff of 37 OLs, 2 Student Orientation Coordinators, 5 graduate staff members, the Assistant Director and the Director to produce and facilitate UVM's student and family orientation programs.

## REQUIREMENTS:

- Cumulative GPA of 2.5 maintained throughout 2012-2013 academic year. (If your GPA is lower than 2.5, you must get a letter of support from your college/academic unit. Please call the Orientation Office for more information. )
- Ability to attend both spring training sessions and join us full-time with no outside work commitments from **May 20<sup>th</sup> – July 1<sup>st</sup>**. If you have a conflict with any of the dates listed above, please discuss it with us during your individual interview.
- Ability to assume leadership role and responsibility for assigned projects and small groups.
- Ability to maintain a positive and flexible attitude.
- Agreement to expectations, implications, and explanations in this application.

## WHAT YOU'LL DO:

- Welcome new students and their families to our UVM community and build supportive relationships.
- Assist with their transitional experience by serving as a resource (i.e. leading campus tours, serving on panels, etc.)
- Answer questions about both social and academic expectations
- Promote positive interaction among participants during group discussions, icebreakers, meals, and activities
- Provide administrative support for the program, including preparation of Orientation materials, bulletin boards, and posters
- Perform additional tasks as assigned.

## IMPORTANT DATES:

**Tues, Jan. 29<sup>th</sup> by Noon**  
Applications due

**Feb 1<sup>st</sup> - Feb 4<sup>th</sup>**  
Group Interviews

**Feb 6<sup>th</sup> - Feb 20<sup>th</sup>**  
Individual Interviews

**March 1<sup>st</sup>**  
Notification Emails Sent

**Saturdays**  
**March 23 and April 20**  
Full staff training sessions

## QUESTIONS?

**Call Orientation Programs:**  
802-656-4136

**Email us:**  
orientation@uvm.edu

**Visit our website:**  
[http://www.uvm.edu/  
studentlife/orientation/](http://www.uvm.edu/studentlife/orientation/)

## THE JUNE PROGRAM

There are 7 Orientation Sessions. Session presence is mandatory. If you cannot attend each session, please reconsider applying, and talk about your conflicts during your individual interview.

OLs Move-In	May 20
Training	May 20-31
Session I	June 1-2
Days Off	June 3-5
Prep Days	June 6-7
Session II	June 8-9
Days Off	June 10-11
Prep Day	June 12
Session III	June 13-14
Prep Day	June 15
Session IV	June 16-17
Day Off	June 18
Prep Day	June 19
Session V	June 20-21
Day Off	June 22
Prep Day	June 23
Session VI	June 24-25
Prep Day	June 26
Session VII	June 27-28
Clean Up	June 29
Banquet	June 30
Move Out	July 1

## WHAT YOU'LL LEARN:

- Interpersonal skills
- Group facilitation skills
- Problem solving techniques
- How to see the vision (big picture) among a lot of details
- How to be a team player
- All sorts of fun facts about UVM!

## WHAT YOU'LL GET:

- A \$1,200.00 stipend paid in two installments in June.
- Your own Harris/Millis room from May 20-July 1
- Meals during training periods, sessions & staff events
- Two staff shirts & fun orientation swag novelties!
- Vacation days as appropriate & feasible between sessions
- The opportunity for future OL jobs at, work at July transfer sessions, August Orientation, and January Orientation

## SPRING TRAININGS:

*Saturday, March 23<sup>th</sup> & Saturday, April 20<sup>th</sup>*

The entire Orientation Staff will participate in two training sessions during the spring semester. These sessions are designed to get a jump-start on teambuilding and begin preparations for June Orientation. Given the number of staff involved, we know some OLs may have unavoidable conflicts with training dates. Although we will not be able to grant much flexibility, we will work with you on significant conflicts. Be sure to discuss your schedule with us as soon as you see a conflict.

## APPLICATION:

The application consists of:

- The standard name/year/college/major/GPA info
- Submitting a current resume
- Two references, including one written (reference form included in application)
- Five open-ended questions
- Presentation (see details below)

# 2013 ORIENTATION LEADER APPLICATION

## General Information

Name \_\_\_\_\_ Year of Graduation \_\_\_\_\_

School Address: \_\_\_\_\_ Permanent Address: \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Preferred Pronoun \_\_\_\_\_

E-mail \_\_\_\_\_ UVM "95" Number \_\_\_\_\_

Academic Unit & Major \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ (If your GPA is lower than 2.5, you must get a letter of support from your College/Academic Unit and submit it with your application. Call the Orientation Office for more information.)

Are you currently on academic probation? \_\_\_\_\_

*(This information will be verified by your academic unit)*

Have you ever had a student conduct/judicial sanction from UVM? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

*(This information will be verified by the Center for Student Ethics & Standards).*

Have you been fired/dismissed from a job since being at UVM? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Do you have schedule conflicts during spring training or in June? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

How did you hear about the position? (Please check all that apply)

\_\_\_ Class Announcement      \_\_\_ Friend/Former OL      \_\_\_ Facebook

\_\_\_ Posters/other advertisement      \_\_\_ Other (please explain) \_\_\_\_\_

## References

Please list the names and phone numbers of two individuals who will serve as references. At least one of these references must be in writing; see the enclosed form. Note: It is the applicant's responsibility to ensure that the reference form/letter of recommendation is submitted by **Tuesday, January 29**. Without the recommendation letter, the application is incomplete and we will be unable to consider it.

Name \_\_\_\_\_ Position \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_ Phone # \_\_\_\_\_

## Certification

I certify that the information I have provided in this application is true, to the best of my knowledge. I understand that my academic and judicial record must be verified by Orientation, and thus, I give them permission to do so. I understand that I am responsible for ensuring that all parts of my application are submitted on time.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## In Depth Questions

**Please use another sheet of paper to answer these questions (typed is preferred). Try not to exceed ~250 words per answer (this does not apply to your resume).**

- 1. Please submit a current resume** that includes the organizations, activities, and/or volunteer interests in which you participate on and off campus. Include any employment or other commitments that demonstrate your involvement. If you are a first year student and you choose to include high school involvements, please distinguish that from your college involvement. For assistance creating a resume, you can contact Career Services.
2. In reference to your resume from Question #1, what skills have you gained through your jobs/leadership roles that would be valuable for this position? What do you hope to learn in this position?
3. What do you feel is the purpose of the Orientation Program?
4. Describe your Orientation experience? What was most beneficial? What could have been better? How will you ensure that the Class of 2017 has a positive experience?
5. Our orientation teams finds great value in engaging in dialogues about what has shaped us. What is unique about you or your life story that would be valuable for us to know?

**For your individual interview, please come prepared to give a 3-5 minute presentation or speech, where you share or teach the interviewer something more about yourself or your UVM experience.**

**Here are some examples, but feel free to be creative!**

- **Share an artistic work**
- **Teach a fun hobby or lesson**
- **Bring an object that represents you**
- **Think of your own idea! It could be anything that shows the interviewer something about you!**

*Thank you for applying. Please sign up for an individual interview and a group interview time when you turn in your application at the Department of Student Life on the 3<sup>rd</sup> Floor of Davis Center. We look forward to crossing paths with you during the interview process.*

***Due Tuesday, January 29 at Noon.***

# 2013 Orientation Leader Candidate Reference Form

## ORIENTATION LEADER APPLICANT:

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

The above named applicant retains the right of access to this document unless the applicant 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 position of UVM Orientation Leader. 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.

Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## EVALUATOR:

The above-named student has applied for a position as an Orientation Leader at The University of Vermont. If chosen, this student will introduce entering students and their family members/guests to UVM by leading discussion groups, explaining academic policies and procedures, and conducting campus tours. This position calls for a person with a high degree of maturity and flexibility, and one who has exhibited significant leadership ability. Thank you for your assistance in our selection process.

Name of Evaluator: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Institution or Business: \_\_\_\_\_

How well do you know this applicant?     Very Well     Well     Casually     Not very well

How long have you known this applicant? \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

The Orientation Leader selection process is typically quite competitive; many very qualified students apply. Please provide information about the applicant in the following areas, commenting on the capabilities of this individual based on your interactions, and why (if applicable) you think this candidate stands out above other candidates.

**RESPONSIBILITY:** Address the degree to which this person is dependable, prompt, and conscientious.

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**ACCEPTANCE:** Comment on the applicant's openness to diverse populations. In what ways is the applicant an appropriate role model for other students in this area?

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(OVER)

**MOTIVATION AND INITIATIVE:** Discuss how this applicant motivates others, is a self-starter, or initiator.

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**MATURITY:** Comment on the applicant’s maturity level, sense of professionalism, and ability to use good critical thinking skills

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**COOPERATION AND ABILITY TO WORK WITH GROUPS:** Address this applicant’s attitude and ability to work with others. What role(s) have you witnessed the applicant playing in group interaction? Is the applicant receptive to suggestions and criticism; able to be flexible and adapt to changing situations?

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WHAT ELSE WOULD YOU LIKE US TO KNOW ABOUT THIS APPLICANT?

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Based on your knowledge of the applicant, as well as the requirements of this position, please indicate your overall recommendation of how this person will function in this position.

- Recommend Highly
- Recommend
- Recommend with Reservations
- Do not Recommend

Signature of Reference: \_\_\_\_\_

Date: \_\_\_\_\_

Please return by **Tuesday, January 29 at noon** to:  
Orientation Office, Davis Student Center  
590 Main Street, Room 310  
Burlington, VT, 05405-0040  
(Fax: 802-656-7731)