



TEAM LEADER & ORIENTATION LEADER

APPLICATION FOR SUMMER 2015

POSITION DESCRIPTION

Orientation plays a key role in the success of first-year students by providing a fun, safe and positive environment to transition into college. Team Leaders and Orientation leaders help by introducing students, their family and guests to the campus and its resources. Orientation provides a way for upperclassmen to improve their self-confidence, communication skills and leadership abilities. The Office of Transitional Programs will select sixty to seventy student leaders to assist with Freshman First Day held Friday, June 26, 2015 and New Student Orientation held Friday, August 14 – Monday, August 17, 2015.

RESPONSIBILITIES

- Welcome new students and family members to Drury University during Freshman First Day and New Student Orientation
- Lead discussion groups with incoming students
- Assist in the preparation and direction of orientation activities
- Explain academic opportunities and procedures
- Acquaint new students with campus services and building locations
- Represent Drury University in a positive manner to students, family members and guests
- Help students move into their residence halls
- Attend the mandatory information session on **Sunday, May 3 from 3-4pm**
- Attend Freshman First Day on **Friday, June 26** (we understand some members of the Orientation Staff may not be able to attend)
- Attend the mandatory training session on **Wednesday, August 12 from 8:30am-4pm**
- Attend New Student Orientation, **Friday, August 14 – Monday, August 17**

QUALIFICATIONS

- Currently enrolled as a full-time Drury day school student and returning as a Drury undergraduate for Fall 2015
- Good academic and disciplinary standing including a **minimum cumulative G.P.A. of 2.85**
- Desire to enhance leadership, communication and interpersonal skills
- Displays punctuality and good time management skills
- Interest in working with students, family, guests, staff and faculty
- Sensitive to diversity in all its forms
- An extremely positive attitude and enthusiasm for Drury University
- Ability to properly represent Drury University to a wide range of people

BENEFITS

- Gain leadership experience while enhancing employment marketability and career opportunities
- Develop personal and professional relationships with faculty, staff, and fellow Drury students
- Increase interpersonal communication skills
- Free orientation t-shirt
- Free meals throughout New Student Orientation
- \$50 gift card for Orientation Staff who fulfill required responsibilities (attend Freshman First Day & Orientation); \$25 gift card for those who can only attend Orientation

APPLICATION PROCEDURE FOR 2015

FORMER TEAM LEADERS and ORIENTATION LEADERS:

Former Team Leaders and Orientation Leaders from Summer 2014 must only complete ‘Section 1’ (General Information), **‘Section 2’** (Only answer questions #5 and #6 under Your Thoughts and Opinions) **and ‘Section 4’** (Verification of Information) on the application to be reconsidered for the orientation staff in Summer 2015. You do not need to submit ‘Section 3’. If you are again selected to be a member of the orientation staff, you will be assigned as either a Team Leader or an Orientation Leader based on your application, ratings from fellow members of the orientation staff, and performance from the year before. The application must be returned to the Office of Transitional Programs, Findlay Student Center 120 by 4:30 p.m. on Friday, February 13, 2015. Late applications will not be accepted! All applications must include a photo.

FIRST TIME APPLICANTS:

If you are applying to be an Orientation Leader for the first time, you must complete all sections of the application. If you are selected to be a member of the orientation staff, you will be assigned as either a Team Leader or an Orientation Leader based on your application, interview and recommendation forms. The application and recommendation forms must be returned to the Office of Transitional Programs, Findlay Student Center 120 by 4:30 p.m. on Friday, February 13, 2015. Late applications will not be accepted! All applications must include a photo.

APPLICATION PROCEDURE CHECKLIST

- 1. Application** – Complete and return the appropriate application materials no later than 4:30 p.m. on Friday, February 13, 2015 to the Office of Transitional Programs, FSC 120.
You must include a photo or a copy of a photo with your application.
- 2. Recommendation Forms** – Two completed recommendation forms (first-time applicants only) should be returned *by the person making the recommendation* to the Office of Transitional Programs by the deadline. Recommendations should be requested from a Drury faculty or staff member who can comment on your leadership, maturity and experience. Completed forms should be walked in or inter-office mailed to Emily Givens, FSC 120 by the person completing it. Applicants should not handle their own recommendations. They cannot be completed by other undergraduate students.

The first round of selections is based solely on your application, recommendation forms and past experience as an Orientation Leader (for those students reapplying). You will be notified via e-mail no later than Tuesday, February 17 if you will move on to the second round and need to sign up for an interview time.

- 3. Interviews** – Applicants will participate in one or more interviews with the selection committee. You will sign up for an interview in FSC 120 after you receive the e-mail confirmation that you have advanced to the second round of the application process.
- 4. Training** – If you are selected to be on the Orientation Staff, mandatory information and training sessions will take place on Sunday, May 3 from 4-5 p.m., and Wednesday, August 12 from 8:30 a.m.-4 p.m.

**TEAM LEADER &
ORIENTATION LEADER
APPLICATION FOR SUMMER 2015**

GENERAL INFORMATION – SECTION 1

Please attach a photo or a copy of a photo to this page. This will be used for identification purposes only.

Name: _____
(last) (first) (preferred name)

E-mail: _____ ID #: _____

Best phone number to contact you: _____

Hometown: _____ Are you interested in being a Team Leader, O-Leader or either? (please circle)

Have you applied to be on the Orientation Staff in the past? Yes _____ No _____

Have you been selected for the O-Staff in the past? Yes _____ No _____ Which summer(s)? _____

Semester you began at Drury: (please circle) Fall Spring Summer Year of entry to Drury day school: _____

Drury Cumulative GPA: _____

Did you enter Drury as a commuter student? (please circle) Yes No

Did you enter Drury as a transfer student? (please circle) Yes No If yes, where did you transfer from? _____

Major(s): _____ Minor(s): _____

Please list a maximum of three relevant or personally significant on-campus or off-campus activities, organizations, honors or leadership positions with which you are *currently* involved: _____

Please name the sorority or fraternity you are currently involved with (if applicable): _____

If you are selected to be on the orientation staff, would you like to be paired with:

* International students? Yes No Indifferent

* Transfer students? Yes No Indifferent

* A Living-Learning Community? Yes No Indifferent

Were you in a Living-Learning Community as a freshman? Yes No

If selected to be on the Orientation Staff, will you be able to attend Freshman First Day on Friday, June 26, 2015?

Yes No Unsure If no or unsure, why? _____

T-shirt size: X-Small Small Medium Large X-Large XX-Large XXX-Large

YOUR THOUGHTS AND OPINIONS – SECTION 2

(New Applicants Only) Of the four questions listed below, please choose three to answer. Limit your response for each question to 200 words or less. Responses should be double-spaced with clearly indicated sections.

1. Why do you want to be a Drury Orientation Leader and what experiences have you had that most prepare you for this position?
2. What were your two favorite aspects or events at New Student Orientation and why? What one event or aspect of New Student Orientation did you like the least, and how would you change it?
3. Why is New Student Orientation important at Drury? How do Orientation Leaders help achieve this?
4. What abilities and qualities do you feel qualify you for this position or would make you an outstanding Orientation Leader? What abilities or qualities do you have that might hinder you?

(Returning Orientation Staff Only) Please respond to each question below in 200 words or less. Responses should be double-spaced with clearly indicated sections.

1. What part of Orientation 2014 did you enjoy the most and why? What part did you enjoy the least and how would you change it?
2. What experiences have you had in the past year (e.g., a new job, leadership position or personal experience) that would make you a more effective Orientation Leader? Please explain why.

RECOMMENDATIONS – SECTION 3

Please list the two members of Drury's community from whom you have requested recommendations:

Name: _____ Dept: _____

Name: _____ Dept: _____

VERIFICATION OF INFORMATION – SECTION 4

I affirm the information I have provided on this application form for the position of Team Leader or Orientation Leader is complete, accurate, and true to the best of my knowledge. I hereby give approval for the Drury Office of Transitional Programs to check my academic and judicial records and understand this information will only be used in the Orientation Leader selection process.

Signature: _____ Date: _____

This application, including a photo, must be returned to FSC 120 no later than 4:30 p.m. on Friday, February 13, 2015.



ORIENTATION LEADER RECOMMENDATION FORM – 1 OF 2

Name of Orientation Leader Applicant (please print): _____

To the Evaluator: The student listed above is applying for the position of Orientation Leader at Drury University. If selected, this student will introduce new students to Drury by leading discussion groups, explaining academic policies and procedures, and discussing life both in and out of the classroom. This position calls for a person with a high degree of maturity and sensitivity and one who has or would be capable of possessing leadership qualities. Please comment on the capabilities of this individual based on your interactions. I am the only person who will see these comments and rankings and would appreciate your candid assessment of this applicant based on your experience with this person.

Evaluator's Name: _____

Department: _____ Phone: _____

How do you know this student? Classroom Student Worker Personal Student Group Advisor Other

Please mark an 'X' to identify the level at which the applicant has performed the qualities listed below:

Qualities/Skills	Excellent	Good	Fair	Poor	No Basis for Judgment
Leadership					
Responsibility					
Self-Confidence					
Maturity					
Oral Communication Skills					
Approachability					
Sensitivity to Others					

Based on your knowledge of the applicant, please select your overall recommendation for him/her:

- Highly Recommend** – I would want this student to be a leader in the CORE 101 section for my own child.
- Recommend** – This student will do a fine job with any CORE 101 section to which he/she is assigned.
- Recommend with Reservations** – This student should not be put into a leadership role for Drury's new students.

Comments: _____

Signature of Reference: _____ Date: _____

Please return this reference in person, by fax, or in a sealed envelope no later than Friday, February 13, 2015 to:

Emily Givens, Findlay Student Center 120

FAX – 873-6997

Questions? Please contact Emily at egivens@drury.edu or x-6894.



ORIENTATION LEADER RECOMMENDATION FORM – 2 OF 2

Name of Orientation Leader Applicant (please print): _____

To the Evaluator: The student listed above is applying for the position of Orientation Leader at Drury University. If selected, this student will introduce new students to Drury by leading discussion groups, explaining academic policies and procedures, and discussing life both in and out of the classroom. This position calls for a person with a high degree of maturity and sensitivity and one who has or would be capable of possessing leadership qualities. Please comment on the capabilities of this individual based on your interactions. I am the only person who will see these comments and rankings and would appreciate your candid assessment of this applicant based on your experience with this person.

Evaluator's Name: _____

Department: _____ Phone: _____

How do you know this student? Classroom Student Worker Personal Student Group Advisor Other

Please mark an 'X' to identify the level at which the applicant has performed the qualities listed below:

Qualities/Skills	Excellent	Good	Fair	Poor	No Basis for Judgment
Leadership					
Responsibility					
Self-Confidence					
Maturity					
Oral Communication Skills					
Approachability					
Sensitivity to Others					

Based on your knowledge of the applicant, please select your overall recommendation for him/her:

- Highly Recommend** – I would want this student to be a leader in the CORE 101 section for my own child.
- Recommend** – This student will do a fine job with any CORE 101 section to which he/she is assigned.
- Recommend with Reservations** – This student should not be put into a leadership role for Drury's new students.

Comments: _____

Signature of Reference: _____ Date: _____

Please return this reference in person, by fax, or in a sealed envelope no later than Friday, February 13, 2015 to:

Emily Givens, Findlay Student Center 120

FAX – 873-6997

Questions? Please contact Emily at egivens@drury.edu or x-6894.