

Student Involvement

2014 Frosh Orientation Leader Application



2013 Frosh Orientation Leaders and theme



Orientation Staff Selection Timeline (Please note)

Monday, September 16th – Thursday, October 3rd

- Staff Applications available at Student Involvement, Clark Hall, Suite 140 or at <http://www.sjsu.edu/getinvolved/orientation/oleaders/index.html>

Thursday, September 26th, 12pm-1pm, Student Involvement, Clark Hall, Suite 140

- Orientation Leader Interest Session, hosted by past staff members. Come learn more about this exciting position!

Tuesday, October 1st, 4pm-5pm, Student Involvement, Clark Hall, Suite 140

- Orientation Leader Interest Session, hosted by past staff members. Come learn more about this exciting position!

***Friday, October 4th (*application is mandatory to be selected)**

- Applications due by 5:00 p.m. to Student Involvement, Clark Hall, Suite 140

***Friday, October 11th (*workshop is mandatory for all applicants)**

- Orientation Leader Selection Workshop (Round One), 1:30pm-4:30pm, Clark Hall, Suite 140

***October 14th-24th (*applicants will be contacted by phone if invited to this round)**

- Individual Interviews (Round Two), Clark Hall, Suite 140

***Friday, December 6th (*mandatory for all successful applicants)**

- First group meeting of 2014 Orientation Staff. 3pm-5pm, Student Involvement, Clark Hall, Suite 140

To ensure you are available for the entire commitment, please note the following program dates and keep them available:

- 1) UNVS 199- Every Tuesday of Spring semester, 4:30-7:15pm
- 2) Orientation Staff Retreat- Friday, January 31st through Sunday, February 2nd
- 3) Admitted Spartan Day- Saturday, April 12th
- 4) Final Training- Monday, June 2nd-Friday, June 6th (entire week commitment)
- 5) Frosh Orientation Sessions- every Tuesday/Wednesday of summer, starting June 10th and ending July 30th
- 6) Orientation Banquet- Thursday, July 31st
- 7) Fall Welcome Days Kickoff event- day before fall 2014 classes begin

2014 Orientation Leader Job Description and Benefits



Position Requirements:

- Be in good academic and disciplinary standing (minimum 2.5 cumulative GPA)
- Be an current SJSU student and have passed at least 12 semester units at SJSU prior to Spring 2014
- Plan to return to SJSU as a student for Fall semester 2014
- Relate well with students, parents, faculty, and administrators
- Be reliable, punctual, energetic, responsible, flexible, a team player, and demonstrate strong verbal communication skills
- Staff is expected to abide by University and State policies at all times, especially regarding alcohol and other drugs
- Staff is expected to conduct themselves in a professional manner at all times
- Staff is expected to wear their own khaki shorts/pants (which meet agreed upon guidelines), tennis shoes, and a watch.
- Complete a training course during Spring semester (Tuesdays 4:30-7pm), weekend retreat in early late January/early February, Admitted Spartan Day on April 12, 2014, and final training June 2-6, 2014
- Live in on-campus lodging provided during the Frosh Orientation program
- Not be enrolled in more than 18 units for Spring semester 2014
- Not be enrolled in summer session classes without prior consent from the Assistant Director
- Work all orientation sessions and attend all trainings in 2014
- Sign a behavior agreement for the employment period of January 1-August 30th, 2014
- Participate in the Fall Welcome Days Kick-off event in August (TBA)

Position Responsibilities:

- Lead a group of 12-17 new students at each orientation session
- Work in teams to perform daily tasks including check-in, advising assistance, skits, planned social activities, individual support, etc.
- Attend all scheduled activities during employment and enforce university policies
- Perform all skit material as written in the scripts
- Complete leadership assessment surveys
- Assist academic advisors in disseminating accurate information regarding class scheduling and course registration during the advising sessions and in the computer lab
- Advise students of administrative and university policies that affect their enrollment
- Communicate effectively on an individual and group basis
- Respond spontaneously and intelligently in a calm and rational manner to inquiries from students and/or parents

- Assist students in planning their first-semester schedule
- Assist with orientation related activities in office (Student Involvement or Academic Advising and Retention Services) during the employment period. This might include representing the office at university functions or follow-up activities with new students.

Salary & Benefits:

- The hourly pay for new Orientation Leaders is \$12/hour (approximately \$2,304 for the Summer)
- The hourly pay for returning Orientation Leaders is \$13.05/hour (approximately \$2,505 for the Summer).
- Payment is distributed in two installments (June 15 and July 15); pay is subject to state and federal taxes
- Recognition as one of SJSU's outstanding leaders
- Extensive leadership training & opportunities to make connections with many faculty and staff
- Credit for completing leadership training course in Spring semester
- Ability to affect the lives of over 3500 new students and their parents
- SJSU gear is provided as part of the program's uniform

Employee Status:

- During the employment period, Orientation Staff are employees and representatives of Student Involvement
- Although staff are students first, employee status means:
 - Orientation Staff follow the supervision and direction of professional staff
 - Input from student staff is valued, but final decisions related to program content and operation rest with the professional staff
 - Team Leaders will serve as liaisons between professional staff and Orientation Leaders

San José State University does not discriminate on the basis of race, color, national origin, sex, disability, age or sexual orientation in the education programs or activities it conducts. We encourage applicants with diverse backgrounds, skills, ages and interests.

Individuals with disabilities needing accommodations for the interview process should request them in advance. Reasonable accommodations will be provided (e.g., sign language interpreter, reader). Contact us as soon as possible at (408) 924-5950 for accommodations.

Please keep pages 2-4 of your application packet for future reference



Student Involvement 2014 Orientation Leader Application Data Form

You must also attend the Group Interview on Friday, October 11th 1:30-4:30pm

Please submit by Friday, October 4th, before 5:00 p.m.:

Submit completed application (Data Form, Questionnaire and 2 References) TOGETHER to Student Involvement, Clark Hall, Suite 140

Incomplete applications will not be considered.

PERSONAL DATA

Name _____
SID # _____ Phone _____
Local Address _____
City _____ State/Zip _____
E-Mail _____
Classification: Frosh (0-29 units) _____ Soph (30-59 units) _____ Jr (60-89 units) _____ Sr (90+ units) _____
Anticipated Graduation Date: _____
Major _____
Minor _____
Career Interests/Goals: _____
Please have two professional references complete the attached reference forms and submit in a sealed envelope with your application. Professional references DO NOT include members of your peer group or past orientation leaders. Should you have questions about the validity of a reference, email orientation@sjsu.edu .

I have read and reviewed the attached requirements and will abide by the guidelines if hired.

Signature _____ Date _____



Student Involvement 2014 Orientation Leader Application Questionnaire

Please answer the following prompts. Please type your answers on a separate page in essay format. Acceptable length is 1-2 pages (total) typed.

1. What specific skills/qualifications will you bring to this position?
2. Please describe your experience working in teams and groups. What role do you usually play?
3. Please describe your experience with jobs or extra-curricular activities you were involved in that focused on a culture of helping and service to others and/or a particular community.
4. Why do you feel you would be a good representative of SJSU for incoming students?
5. How did you learn about this position?

If you have any questions, please contact:

Student Involvement, Clark Hall, Suite 140
(408) 924-5950 or orientation@sjsu.edu

APPLICATIONS DUE: 5:00 P.M., Friday, October 4th, 2013



**Student Involvement
2014 Orientation Leader Reference Form (1)**

Name of Applicant: _____

Name and Title of Reference: _____

Email of Reference: _____

Phone Number of Reference: _____

Thank you for taking time to help us get to know this Orientation Leader applicant. As you may know, Orientation Leaders play a crucial role in welcoming our incoming students each year. Your candid answers to the questions below will help us to determine if this student is suited for this important position. Please return this form to the applicant for delivery in their completed application packet. Applications are due on **Friday, October 4th, 2013.**

How long have you known this applicant? _____

In what capacity have you known this applicant? _____

**On a scale of 1-5, please rate the applicant's qualities in the following categories:
(1= poor, 2= needs improvement, 3= average, 4= above average, 5= outstanding)**

Flexibility	1	2	3	4	5	N/A
Responsibility	1	2	3	4	5	N/A
Initiative	1	2	3	4	5	N/A
Creativity	1	2	3	4	5	N/A
Leadership	1	2	3	4	5	N/A
Professionalism and Maturity	1	2	3	4	5	N/A
Problem Solving	1	2	3	4	5	N/A
Teamwork and Inclusivity	1	2	3	4	5	N/A
Honesty and Straightforwardness	1	2	3	4	5	N/A

Please comment on any ratings you feel may need further explanation (attach additional pages or continue on back if needed):

Overall Rating of this applicant (please select ONE)

- ___ Poor, bad match for position
- ___ Needs significant training
- ___ Potential to grow into position with minimal training
- ___ Outstanding match for this position

Signature: _____ Date: _____



**Student Involvement
2014 Orientation Leader Reference Form (2)**

Name of Applicant: _____

Name and Title of Reference: _____

Email of Reference: _____

Phone Number of Reference: _____

Thank you for taking time to help us get to know this Orientation Leader applicant. As you may know, Orientation Leaders play a crucial role in welcoming our incoming students each year. Your candid answers to the questions below will help us to determine if this student is suited for this important position. Please return this form to the applicant for delivery in their completed application packet. Applications are due on **Friday, October 4th, 2013.**

How long have you known this applicant? _____

In what capacity have you known this applicant? _____

**On a scale of 1-5, please rate the applicant's qualities in the following categories:
(1= poor, 2= needs improvement, 3= average, 4= above average, 5= outstanding)**

Flexibility	1	2	3	4	5	N/A
Responsibility	1	2	3	4	5	N/A
Initiative	1	2	3	4	5	N/A
Creativity	1	2	3	4	5	N/A
Leadership	1	2	3	4	5	N/A
Professionalism and Maturity	1	2	3	4	5	N/A
Problem Solving	1	2	3	4	5	N/A
Teamwork and Inclusivity	1	2	3	4	5	N/A
Honesty and Straightforwardness	1	2	3	4	5	N/A

Please comment on any ratings you feel may need further explanation (attach additional pages or continue on back if needed):

Overall Rating of this applicant (please select ONE)

- ___ Poor, bad match for position
- ___ Needs significant training
- ___ Potential to grow into position with minimal training
- ___ Outstanding match for this position

Signature: _____ Date: _____