

Orientation Assistant Application

Summer 2012



Leadership

*

Responsibility

*

Spirit

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Service

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Excellence

General Information

Orientation Assistant Positions

Summer Planning Conference 2012 full time plus 8 days in academic year 2012-2013

WHAT IS AN ORIENTATION ASSISTANT?

Orientation Assistants play a vital role in helping new students adjust to our campus community. To do this they create a welcoming and informative environment and serve as a general resource for new students and their families.

This is a full time commitment in the summer and part time for fall and January orientation during the academic year (2012-2013). See "compensation" below.

Group Leaders:

Students holding this position work directly with incoming students/families conducting meetings and tours and remain with students throughout their orientation. Group Leaders have overnight responsibilities during freshman programs. This is a highly visible position which requires public speaking. **Group Leaders work full time from approximately June 2 - August 5 plus fall and January Orientation.**

Office Assistants:

Students holding this position work behind the scenes preparing mailings, assigning students to orientation sessions, preparing information packets for students/families, and answering and making calls. There is limited direct contact with incoming students as the majority of the work is organizational and administratively focused. **Office Assistants work full time from approximately May 21 - August 5 plus fall and January Orientation.**

WHO MAY APPLY?

Matriculated University at Albany undergraduate students who are currently enrolled and will attend UAlbany in the Fall 2013 semester may consider applying if they are:

- In good academic standing with a minimum cumulative GPA of 2.50 at the University at Albany.
- In good judicial standing (no active judicial sanctions at the University).
- Available to participate in the application and interview process (see "Calendar of Important Dates" below).
- Available to participate in all training sessions, orientation programs during summer 2012 and academic year 2012-2013.

COMPENSATION

- Stipend of \$2400 for work from approximately June 2 - August 5*
- Free room and board during Training and Summer Orientation (approx. June 2- August 5)
- Hourly pay for fall and January Orientations.
- Chance to increase marketability by strengthening your inter-personal and organizational skills
- Opportunity to work in an exciting and creative environment with other students and faculty

**Office staff is paid hourly from May 21 to June 1 in addition to the \$2400 stipend.*

RESPONSIBILITIES

All Orientation Staff:

- Attend Orientation Leadership Training.
- Welcome new students and help them to feel comfortable.
- Conscious of and responsive to new students/families needs and concerns.
- Disseminate information and materials, answer questions; assist with check in and out.
- Evaluate each session and offer assessment and suggestions.
- Write final evaluation reports of the entire summer experience.
- Move Orientation Office from temporary summer location to academic year location before leaving in August.
- Assist with general administrative preparations as assigned by Director(s).
- Prepare check-in packets for students/parents and generally assist with procedures as assigned.
- Maintain and supervise residence hall space according to University and Orientation Office expectations.
- Facilitate excellent positive relationships with supervisors and co-workers.

Group Leaders:

In addition to the responsibilities of all Orientation staff as listed above, each Orientation Group Leader is responsible for 18-24 freshmen or transfers students in her/his group. Group leaders will:

- Be available to students at all times while they are on campus including evenings during freshman orientation.
- Hold group meetings to become acquainted with group members and relay information.
- Organize and participate in group discussions and activities designed to help students' transition to UA.
- Conduct bus and walking tours for students and parents.
- Decorate lounge area and post pertinent information concerning important phone numbers, fire procedures, prepare materials, keys and access cards.
- Participate in Adventure 101 and Danes After Dark during the evening of 8 freshman programs.
- Plan and implement team building activities.
- Engage in public speaking with large groups of students and families.

Office Assistants:

In addition to the responsibilities of all Orientation staff as listed above, each Orientation Office Assistant is responsible for the following:

- Staff the Office full time including some evening responsibilities.
- Create welcoming and informative atmosphere by decorating offices/Quad.
- Process reservation forms, assign students to orientation dates, and prepare conference rosters (Involves computer literacy).
- Maintain accurate conference files and organized work space.
- Run computer programs and compile weekly and end of the summer reports for Orientation files and distribution to University offices.
- Prepare and distribute appropriate correspondence to new students, parents, and University personnel.
- Attend and implement portions of Danes After Dark during the evening of 8 freshman Orientation programs.
- Considerable phone contact with students, parents and University offices.
- Conduct campus tours and escort students/family members to sessions when necessary.

JOB RESTRICTIONS:

All Orientation Assistants will be required to adhere to the following restrictions:

- NO outside commitments during the week unless prior approval is granted by Director.
- NO visitors or overnight guests Sunday - Thursday nights. Guest policy in effect Friday/Saturday.
- NO Summer Session Courses.
- NO outside or weekend jobs unless approved in advance by Director.
- ALL OA's will be expected to live in the residence halls for the duration of the Summer Orientation except for holidays and weekends.
- NO drinking during or in preparation for conferences regardless of age. No drug use.

CRITERIA FOR SELECTION:

Throughout the process, each candidate is evaluated on the following:

- Sense of responsibility and seriousness of purpose.
- Enthusiasm and energy.
- Ability to build initial rapport quickly.
- Ability to work with others different than yourself.
- Ability to communicate in an honest, clear and objective manner.
- Awareness of the purpose of orientation programs for new students/families.
- Evidence of leadership ability.
- Ability/desire to be an involved member of the Orientation team.
- Sensitivity toward the needs and concerns of incoming freshmen, transfers, and their families.
- Ability to respond to different ideas, attitudes, opinions, etc., in an objective manner.
- Awareness of self with regard to strengths, weaknesses, skills and interests; how these may help or hinder job performance and how to use acceptable techniques to ensure success on the job.
- Ability to deal with problems and situations associated with the position.
- Awareness of the impact that the personal opinions of staff have upon new students/families.
- Demonstration of a positive attitude toward the University and ability to deal with criticism about UAlbany in a constructive manner.
- Participation in clubs, organizations, other campus activities/events.
- Evidence of good academic/judicial standing and a sense of responsibility regarding academic matters.
- Awareness of and concern for basic goals/philosophies and/or controversial issues within the University.
- Ability to work fall and January Orientation programs in 2012-13.

APPLICATION AND SELECTION PROCESS:

Please note that the application and selection process is different for the Group Leader and Office Assistant positions. While there may be some similarities please take careful note of the application and selection processes of the position for which you are applying.

Please Note: The deadline for all applications is Thursday, March 1, 2012.

All Applicants:

The selection process will consist of a thorough Committee review of application materials (including essays, resume, cover letter, GPA, judicial standing, and recommendations) presented by each applicant. All applicants will be notified of their final status via email no later than Thursday April 5th, 2012.

Group Leader:

All applicants will participate in a Small Group Interview. Those selected to continue the process will have an Individual Interview(s) with a Committee.

Office Assistants:

All applications will be screened. Those selected to continue the process will have an Individual Interview with Orientation staff members.

APPLICATION AND SELECTION TIMELINE

February 7 (T)	Interest Meetings: 7pm - Colonial Quad Penthouse 8pm - Dutch Quad Penthouse
February 8 (W)	Interest Meetings: 7pm - State Quad Penthouse 8:30pm - Indian Quad Penthouse 8:30pm - Alumni Quad Alden Hall movie room
February 16 (Th)	Interest Meeting: 7:30 pm - LC 19
March 1 by 5:00 pm (Th)	Deadline for submitting <u>ALL</u> applications on MyInvolvement.org. Applicants for Group Leader: must schedule your Group Interview when submitting application. Applicants for Office Assistant: will be notified if they will be granted an Individual Interview after review of their application materials.
March 2 – April 3	Applicants for Office Assistant: Individual interviews for those selected to continue process
March 5-7	All Group Leader applicants must participate in a Group Interview
March 12-18	Spring Break
March 19	Applicants for Group Leader: notified via email whether or not they will be granted an Individual Interview.
March 22 – April 3	Applicants for Group Leader: Individual Interviews for those selected to continue process
April 5	All Applicants: Will receive email notification of final application status
April 13	Deadline to accept all positions
May 9, Noon-3pm Reading Day	Mandatory All-Staff Meeting in Assembly Hall, 2nd Floor of the Campus Center

To Apply:

To submit your application, go to the [Orientation Assistant Application Form](#) on MyInvolvement.org.

Turn in application to Orientation Office by **Thursday, March 1 before 5:00 p.m., even if your reference has not yet completed their reference letter.**

You will need to upload the following in order to submit your application:

- Cover Letter – Be sure to include what you believe qualifies you for the position you are applying to and special talents and attributes you feel make you stand out.
- Resume – Be sure to include on and off campus jobs, leadership responsibilities, committees and/or student activities in which you have participated. Provide references for each with phone numbers included.
- Essay Questions –
 1. What do you feel are the primary purposes of Summer Orientation?
 2. Respond to the following hypothetical statement from a student: “This University seems so large. How will I ever be seen as an individual?”
 3. In what ways has the diversity of the University affected you? Have you had a chance to relate to others different than yourself? If so, please describe a specific instance that affected you in some way and explain how it affected you.

Be sure to provide the Recommendation Form (found below) to your recommender as soon as possible to ensure they are able to complete it.

Group Leader Applicants only: After you submit your Application materials, you must visit the Orientation Office and sign up for a group interview.

Office Assistant Applicants only: You will be notified if you will be granted an Individual Interview after review of your application materials.

Orientation Assistant Application Reference Letter Form

Due on March 1, 2012

*The following student has applied for a position with the Orientation Office. We are looking for excellent student leaders to become Orientation Assistants. Please complete this form and return it confidentially in an envelope with your signature across the seal to: **Mary Schimley, Director of Orientation, Orientation Office, State Quad U-Lounge** or give it to the applicant.*

Student staff will work in one of two roles:

1. Group Leaders:

Students holding this position work directly with incoming students/families conducting meetings and tours and remain with students throughout their orientation. Group Leaders have overnight responsibilities during freshman programs. This is a highly visible position which requires public speaking.

2. Office Assistants:

Students holding this position work behind the scenes preparing mailings, assigning students to orientation sessions, preparing information packets for students/families. There is limited direct contact with incoming students as the majority of the work is organizational and administratively focused.

Applicants must be **undergraduates** who will be enrolled at UAlbany in the fall. Some of the qualities of the successful applicant include: **excellent communication skills (especially verbal); maturity; enthusiasm; leadership; ability to gain rapport quickly, attend to details, and work as part of a team.**

Applicant Name: _____

Applicant Signature (waives student right to review recommendation):

Applicant Address: _____

Applicant Cell Phone: _____

Recommender Name: _____

Recommender Title: _____

Recommender Address: _____

Recommender Phone: _____

Recommender Completes this Section

How long have you known the applicant? _____

In what capacity? _____

Please evaluate the applicant in the following areas on a scale from 1 - 5
(1=poor, 2=below average, 3=average, 4=above average, 5=excellent)

COMMUNICATION SKILLS	1	2	3	4	5	Comments
Oral	1	2	3	4	5	
Written	1	2	3	4	5	
Ability to speak public	1	2	3	4	5	
MATURITY						
	1	2	3	4	5	Comments
MOTIVATION						
	1	2	3	4	5	Comments
Organizational Skills						
Attention to Detail	1	2	3	4	5	Comments
Leadership Potential						
Ability to work as part of a team	1	2	3	4	5	Comments

Please circle one:

I *would /would not* hire this applicant for a high visibility, fast-paced office position in which excellent public relations skills are a must.

General Comments:

Recommender's Signature

Date

Thank you for your assistance!

Please return to Orientation Office, State Quad, U-lounge **by Thursday, March 1, 2012.**