



# 2010 Orientation Leader Application Packet

Deadline to apply: September 1, 2009 by 5:00 pm

# 2010 ORIENTATION LEADER

## JOB DESCRIPTION

### POSITION DESCRIPTION:

An Orientation Leader (OL) conveys information to new students and their family members about MUW programs and services. An OL assists with all orientation events and plays a vital role in facilitating the adjustment of new students to our campus and the community. The OL position is an outstanding opportunity for any student interested in gaining leadership skills and enhancing his/her marketability.

### RESPONSIBILITIES:

The OL will assist with orientation events by leading discussion groups with incoming students and family members, assisting in the preparation of orientation activities and materials, explaining academic opportunities and procedures, acquainting new students with campus services and building locations, aiding in the development of class schedules, assisting in the registration process, discussing sensitive issues, and participating with new students during Welcome Week activities. In addition, OLs **must** attend ALL training sessions including OL Retreat on September 18 – 19, 2009 and the Southern Regional Orientation Workshop (SROW) March 12 – 14, 2010.

### SUMMER ORIENTATION DATES:

- OLs will be required to attend a week of training to prepare for the freshman & transfer orientation sessions the week before the June Orientation sessions.
- OLs will be required to arrive two to three days before the July Orientation sessions.
- Freshman sessions will begin around noon and conclude around 11:00 p.m. on the first day. The second day will begin at 7:00 a.m. and end around 5:00 p.m.
- The transfer sessions will begin at 7:00 a.m. and end around 5:00 p.m.

### QUALIFICATIONS:

There are a variety of qualities that an OL must possess. We are looking for students who possess the following: leadership development potential, positive communication skills, a desire to work with students, family, faculty, and staff, integrity, good academic standing (2.5 overall GPA), good disciplinary standing, and problem solving abilities.

### BENEFITS:

There are many benefits for outstanding students who pursue an Orientation Leader position. Most importantly, OLs will gain significant leadership experience, an occasion for developing professional relationships with faculty, staff, and students, and skills in effective communication. Additional remunerations are as follows: a stipend for OLs, room in residence hall during orientation sessions, meals during each orientation sessions, clothing, and a trip to the Southern Regional Orientation Workshop (SROW) in Louisville, KY.

### APPLICATION PROCESS:

- Applications with 2 references listed are due to the Office of Orientation – Cochran 208, no later than 5 p.m. on **Tuesday, September 1, 2009** (academic and disciplinary standing will be checked).
- All applicants must attend a 20 minute interview (September 3 - 4) in the Office of Orientation. If selected to continue in the selection process, you must attend Group Process (September 13<sup>th</sup> from 4:00 pm – 6:00 pm in the Cochran Hall Ballroom).
- If selected to an Orientation Leader, you must attend the **Orientation Leader Retreat on September 18 – 19, 2009.**

**DO NOT FORGET TO SIGN-UP FOR AN INTERVIEW TIME  
WHEN YOU SUBMIT YOUR APPLICATION!!!**

**INTERVIEW TIME SHEETS WILL BE POSTED OUTSIDE OF COCHRAN HALL, 208**

**RETURN COMPLETED APPLICATIONS TO COCHRAN HALL, 208 OR MUW 1624**

# ORIENTATION LEADER APPLICATION 2010

MISSISSIPPI UNIVERSITY FOR WOMEN

APPLICATION DUE: September 1<sup>st</sup>

LAST NAME		FIRST NAME		PREFERRED NAME	
LOCAL ADDRESS		LOCAL PHONE NUMBER		CELL PHONE NUMBER	
HOME OR SUMMER ADDRESS		CITY	STATE	ZIP	HOME PHONE
SOCIAL SECURITY #			BIRTHDATE		
CURRENT MAJOR			OVERALL GPA		
CLASSIFICATION BY THE END OF SPRING SEMESTER (soph., jr, sr., etc.)			OTHER COLLEGES/UNIVERSITIES ATTENDED		

**PLEASE ANSWER THE FOLLOWING QUESTIONS. ANSWERS MUST BE TYPED!**

1. WHY DO YOU WANT TO BE AN ORIENTATION LEADER?
2. DESCRIBE YOUR PERCEPTION OF THE ROLE OF AN ORIENTATION LEADER.
3. WHY SHOULD YOU BE CHOSEN AS AN ORIENTATION LEADER?
4. PLEASE LIST ALL ORGANIZATIONS OR ACTIVITIES THAT YOU ARE CURRENTLY INVOLVED IN, AS WELL AS THE OFFICES THAT YOU CURRENTLY HOLD (school and community).
5. ARE YOU PLANNING TO HAVE A JOB DURING THE SUMMER? IF YES, PLEASE DESCRIBE.
6. ARE YOU PLANNING TO TAKE SUMMER CLASSES? IF SO, HOW MANY?

PLEASE ANSWER THE FOLLOWING:

YES	NO	I CAN COMMIT TO ALL OF THE REQUIREMENTS LISTED IN THE OL JOB DESCRIPTION.
YES	NO	I CAN COMMIT TO BE AVAILABLE FOR ALL TRAINING SESSIONS DURING THE SPRING SEMESTER. (ONLY 2 ABSENCES ALLOWED)
YES	NO	I WILL BE AVAILABLE FOR ALL SUMMER ORIENTATION SESSIONS FOR THE FULL DURATION.
YES	NO	I UNDERSTAND THAT, IF SELECTED, I WILL NOT BE ABLE TO TAKE CLASSES THAT WOULD INTERFERE WITH ORIENTATION (UNLESS PREVIOUSLY DISCUSSED WITH FLAPP) OR HOLD A SUMMER JOB THAT WOULD CONFLICT WITH MY OBLIGATIONS AS AN OL.

PLEASE LIST THE NAMES, TITLES, AND TELEPHONE NUMBERS OF THE TWO FACULTY/STAFF MEMBERS OR EMPLOYERS WHO ARE WILLING TO SERVE AS A REFERENCE FOR YOU.

#1 \_\_\_\_\_  
\_\_\_\_\_

#2 \_\_\_\_\_  
\_\_\_\_\_

HOW DID YOU FIND OUT ABOUT THE POSITION? \_\_\_\_\_

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION OF THE ORIENTATION LEADER. I FURTHER UNDERSTAND THAT I MAY NOT SCHEDULE ANYTHING THAT WOULD CONFLICT WITH THE SUMMER ORIENTATION SESSIONS OR TRAINING. YOU HAVE PERMISSION TO VERIFY ANY AND ALL INFORMATION I HAVE LISTED.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**DO NOT FORGET TO SIGN UP FOR AN INTERVIEW**

**IMPORTANT DATES TO REMEMBER**

**September 1<sup>st</sup> – Application due to Office of Orientation by 5:00 pm**

**September 3<sup>rd</sup> – 4<sup>th</sup>: OL Interviews**

**September 8<sup>th</sup> or 9<sup>th</sup> – Notification via email or letter regarding Group Process**

**September 13: Group Process (4:00 pm – 6:00 pm) – Note: Only for applicants who were notified to attend.**

**September 18 – 19: OL Fall Retreat**

**MISSISSIPPI UNIVERSITY FOR WOMEN  
Orientation Leader  
2010 Contract**

**Please return by September 1, 2009 to the Office of Orientation, W Box 1624**

**Accepting the position as an MUW Orientation Leader, I am willing to:**

- Assist with orientation events by leading discussion groups with incoming students and family members,
- Assist in the preparation of orientation activities and materials,
- Explain academic opportunities and procedures to new students,
- Acquaint new students with campus services and building locations,
- Aid in the development of class schedules and throughout the registration process,
- Discuss sensitive issues with the new students,
- Participate and help plan Welcome Week events,

**Accepting this position, I am aware of the following time commitments:**

- Attend OL Retreat on September 18 – 19, 2009.
- Sign up and attend the OL Training Class. The class will be during the Spring Semester on Mondays from 2:00 pm – 4:00 pm. OL's are also required to participate in SROW practice sessions on Tuesdays from 3:00 pm – 5:00 pm. In order to be a 2010 Orientation Leader, you **MUST** be able to meet during these times. **NO EXCEPTIONS!!!**
- Attend SROW Conference March 12 – 14, 2010 in Louisville, KY.
- OL's are required to assist with Spring Scholar's Registration on April 12, 2010.
- OL's will be required to arrive at a week prior to orientation in June (tentative June 13, 2010) and remain in town until the evening of the last session. In July, OL's will be required to arrive 2 days (tentative July 16, 2010) prior to the first session and remain until after dinner on the day of the last session.
- Attend all Orientation Sessions (June 16 – 18, 2010 and June 27 - 29, 2010).
- OL's are required to attend designated events during Welcome Week & fully participate as members of the Welcome Week CORPS.
- If a conflict arises in fulfilling my obligation as an OL, it my responsibility to notify Flapp Cockrell, Orientation Director, at least 48 hours in advance.

I have read and understood the above contract of the Orientation Leader position. I understand that I may not schedule anything that would conflict with the summer orientation sessions or training.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BENEFITS:**

There are many benefits for outstanding students who pursue an Orientation Leader position. Most importantly, OLs will gain significant leadership experience, an occasion for developing professional relationships with faculty, staff, and students, and skills in effective communication. Additional remunerations are as follows: a stipend for OLs, room in residence hall during orientation sessions, meals during each orientation session, clothing, and a trip to the Southern Regional Orientation Workshop (SROW) in Louisville, KY.