

Orientation

Texas Woman's University

2018 ORIENTATION LEADER APPLICATION PACKET

Thank you for your interest in the Orientation Leader (OL) position. We are excited to begin the selection of our team! Orientation Leaders are responsible for introducing more than 1,200 new students along with over 1,000 parents and family members to Texas Woman's University.

Please carefully read the entire packet and follow all directions.

ORIENTATION LEADER SELECTION TIMELINE

Date	Activity	Time & Location
Wednesday, October 23, 2017	APPLICATIONS AVAILABLE	Available online: http://www.twu.edu/orientation/orientation-leaders.asp OR available at the Center for Student Development (CSD)
FRIDAY, DECEMBER 1, 2017	APPLICATIONS DUE	5:00 PM, CSD Front Desk (Student Union, 1st Floor)
Monday, January 8, 2018	Invitations Sent for Interviews	Notified via E-mail
Thursday, January 25, 2018 Friday, January 26, 2018	Group Interviews	Time & Location TBA
Tuesday, January 31 – Friday, February 2, 2018	Individual Interviews	Time & Location TBA
WEDNESDAY, FEBRUARY 7, 2018	POSITIONS OFFERED	E-mail Notification & Letters Available (CSD Front Desk)

APPLICATION DEADLINE: FRIDAY, DECEMBER 1, 2017 BY 5:00 PM
RETURN APPLICATION PACKETS TO THE CENTER FOR STUDENT DEVELOPMENT (CSD)
STUDENT UNION, 1ST FLOOR
IF YOU CANNOT SUBMIT IN PERSON, YOU MAY SCAN AND EMAIL TO ORIENTATION@TWU.EDU.
QUESTIONS? CALL (940) 898-3626

Orientation Leader positions are exceptionally rewarding and highly competitive. Please read the information on the following pages to determine if you meet, and will be able to complete, all the requirements of the position.

ORIENTATION TEAM JOB DESCRIPTIONS:

New Orientation Leader (OL):

The responsibilities of an Orientation Leader (OL) range from providing technical assistance with Pioneer Portal to comforting a student who feels overwhelmed. OLs must be flexible, perceptive, willing to take initiative, empathetic, and team-orientated. The duties of the OL include but are not limited to:

- Welcome new students and parents to TWU
- Conduct small group meetings on topics such as transitional issues, campus resources, and class registration process
- Lead groups across campus to numerous program locations
- Assist academic advisors and campus department presenters during their presentations
- Provide information and assist students in class registration process
- Help to lead all attendees in singing of School Song and Alma Mater
- Move and lift orientation materials and prepare orientation bags
- Place phone calls to students admitted to TWU but have not signed up for an orientation session
- Place reminder phone calls to students registered for orientation

ESSENTIAL QUALIFICATIONS:

- OLs must maintain a 2.5 cumulative GPA through Pioneer Camp (August 2018)
- Must have completed a minimum of 12 semester hours by the end of Fall 2017
- Good academic and disciplinary standing with Texas Woman's University
- Successful completion of a criminal background check
- Will be enrolled full-time during Fall 2018 on one of TWU's campuses (registered for classes no later than May 1, 2018)

IDEAL SKILLS AND ABILITIES:

- Be an excellent team player and representative of TWU
- Be comfortable working in a fast-paced environment and high profile position
- Possess a commitment to diversity
- Maintain a high energy level, enthusiasm, and stamina when working long days
- Be an effective and clear communicator with new students and family members
- Be familiar with TWU resources, services, and departments
- Be comfortable facilitating small and large group discussions and activities
- Possess a high level of maturity and an ability to use independent judgment in decision making
- Be ready to take leadership and communication skills to the next level
- Enjoy hard but rewarding work
- Be willing to learn and grow through the position
- Be an effective and positive role model for other students on campus

COMPENSATION:

New Orientation Leader:

- Stipend (approximately \$3,200 before taxes)
- Room & Board during Orientations (approximately \$700)
- Access to Fit & Rec Center (approximately \$75)
- Various meals & dining dollars (approximately \$600)
- Staff apparel (approximately \$150)
- Staff supplies (approximately \$100)

Orientation Leader Translator Description:

The responsibilities of an Orientation Leader Translator range from providing support to parents to comforting a student who feels overwhelmed. Translators must be flexible, perceptive, willing to take initiative, empathetic, and team-orientated. Translators must be fluent in Spanish and comfortable translating at a quick pace. The duties of the Translators include but are not limited to:

- Welcome new students and parents to TWU
- Translators must be fluent in Spanish, which includes written and oral communication
- Translate and answer questions for parents during sessions
- Lead groups across campus to numerous program locations
- Provide information and assist students in class registration process
- Help to lead all attendees in singing of School Song and Alma Mater
- Move and lift orientation materials and prepare orientation bags
- Place phone calls to students admitted to TWU but have not signed up for an orientation session
- Place reminder phone calls to students registered for orientation
- **Please note: Translators will not be assigned to a student color group and will work primarily with parents*

COMPENSATION:

Orientation Team Translator Position:

- Translator stipend (approximately \$3600 before taxes)
- Room & Board during Orientations (approximately \$700)
- Access to Fit & Rec Center (approximately \$75)
- Various meals & dining dollars (approximately \$600)
- Staff apparel (approximately \$150)
- Staff supplies (approximately \$100)

**NEW OL AND TRANSLATOR POSITION:
TIME COMMITMENTS – SPRING & SUMMER 20188**

Expected Work Hours & Commitments:

- Attend all Orientation team meetings
- Work strenuous, irregular hours during Orientation
- Participate in Pioneer Camp
- Time constraints do not permit OLs to work another job during Orientation sessions
- If you wish to take summer courses, you must seek the approval of your supervisor PRIOR to registration
- Submit in writing, prior to hire, any events that may conflict with the Orientation time commitments listed herein. These dates, however, must be included in your completed application packet.
- **All OLs are required to stay on campus in assigned residence hall during all Orientation sessions.**

Spring Training: All Orientation team members are required to attend all Orientation Team Meetings. Team meetings will be held on the following dates:

- Friday, February 23 (12pm-5pm) & Saturday, February 24 (time TBA)
- Friday, March 23 (12pm-5pm)
- Friday, April 6 (12pm-5pm)
- Friday, April 20 (12pm-5pm)

5-Day Summer Training: In-depth leadership training will occur prior to the first Orientation session. Leaders will be trained on a variety of subjects including campus policies, academic advising, facilitating small groups, presentation skills, and much more. **Training is mandatory for all new and returning staff. Staff members are required to attend all Orientation training sessions.**

- **All Orientation Leaders MUST be moved into the Residence Hall by Noon on Sunday, June 3, 2017.**
- Summer Training will take place **Tuesday, May 30 – Tuesday, June 5.**

Orientation Sessions: Orientation Leaders & Orientation Team Translators must be present at all First-Year Orientation sessions and are required to work all 1-day sessions (Transfer, Graduate, and Catchall).

First-Year Orientation:

- Pre-Orientation: Wednesday, June 6 & Orientation: Thursday, June 7 – Friday, June 8
- Pre-Orientation: Tuesday, June 12 & Orientation: Wednesday, June 13 - Thursday, June 14
- Pre-Orientation: Thursday, June 28 & Orientation: Friday, June 29 – Saturday, June 30
- Pre-Orientation: Thursday, July 26 & Orientation: Friday, July 27 – Saturday, July 28
- Pre-Orientation: Wednesday, August 1 & Orientation: Thursday, August 2 – Friday, August 3

Transfer Orientation:

- Thursday, April 26 (evening session)
- Friday, June 22
- Tuesday, June 31 (evening session)

Graduate Orientation:

- Tuesday, August 21

Catchall Orientation:

- Wednesday, August 22

Pioneer Camp Programming:

Orientation Leaders are required to attend and help with Pioneer Camp activities and events. Dates: Thursday, August 23- Sunday, August 26.

WHAT IS ORIENTATION?

The Center for Student Development coordinates TWU's Orientation programs and Pioneer Camp. These programs are designed for new students to become adjusted to TWU and campus life. During Orientation, students will become acquainted with the academic resources on campus, meet with their advisors, and register for classes. Then, Pioneer Camp introduces the student to additional resources on campus and allows students the opportunity to develop friendships with members of the campus community.

WHAT IS AN ORIENTATION LEADER (OL)?

An OL is a student leader who assists in a variety of programs that involve helping new TWU students and their families become familiar with TWU. OLs create an atmosphere that minimizes anxiety, promotes positive attitudes, and stimulates excitement for learning at TWU. OLs help new students adjust to college life.

HOW WILL IT BENEFIT ME TO BE AN ORIENTATION LEADER?

As an Orientation Leader, you will have the opportunity to make connections with students, faculty, and staff from across the TWU community. You will learn about University programs and services and become an expert on TWU. The connections you make as an Orientation Leader will also be useful in future employment. You will develop your leadership skills, make lasting friendships, and challenge yourself to do new and innovative things.

WHAT SKILLS WILL I GAIN AS AN ORIENTATION LEADER?

- 100+ hours of leadership training
- Value of teamwork
- Confidence with public speaking
- Networking
- Interpersonal skills
- Creativity
- Conflict resolution
- Problem solving

WHAT IS THE APPLICATION PROCESS?

- Applications must be received no later than **5:00 PM, Friday, December 1, 2017** in the Center for Student Development (Student Union, 1st Floor).
- The criteria for selection as an OL includes your application, your individual and group interviews, personal qualifications, and a sincere interest in making a difference in the lives of students and their families.
- If you are selected to participate in Group Interviews, you will be notified on **January 8, 2018**.
- Group Interviews will take place **January 25-26, 2018**.
- You will be notified if you are selected for an Individual Interview by **Monday, January 30, 2018**.
- Individual Interviews will take place **January 31 – February 2, 2018**.
- Positions will be offered by **February 7, 2018**.

Please retain pages 1-5 of this application for your records.

Orientation

Texas Woman's University

2018 ORIENTATION LEADER APPLICATION

PLEASE TYPE OR PRINT CLEARLY

Name: _____ TWU ID#: _____

Local Address: _____

City/State/Zip: _____

Home Address: _____

City/State/Zip: _____

Local/Campus Phone: () _____ Home Phone: () _____

Cell Phone: () _____ E-mail Address: _____

Hometown: _____

EDUCATIONAL & TWU INFORMATION

Classification: FR SO JR SR Number of semesters at TWU: _____

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

Anticipated graduation month and year: _____ GPA: _____

Transfer Student Former School(s): _____

Student Athlete Honors College Student

TWU residence halls in which you have lived: _____ How long? _____

Fall 2018 housing: Residential Commuter

INTERESTS AND ACTIVITIES

Career interests and goals: _____

Employment (on or off campus), campus organizations, and service opportunities in which you are involved (please indicate officer positions held):

1. _____

2. _____

3. _____

4. _____

5. _____

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Please rate yourself on the following qualities: (1 = need improvement; 3 = average; 5 = superior)

Demonstrate small group leadership skills	1	2	3	4	5
Comfortable working with diverse student populations	1	2	3	4	5
Maintain a positive attitude	1	2	3	4	5
Comfortable leading group of students	1	2	3	4	5
Respected by colleagues and peers	1	2	3	4	5
Work well with members of a team	1	2	3	4	5
Ability to manage conflict	1	2	3	4	5
Provide timely feedback regarding concerns/improvements	1	2	3	4	5
Approach challenges optimistically	1	2	3	4	5
Ability to manage stress	1	2	3	4	5
Timeliness (arriving for work, completing tasks)	1	2	3	4	5
Overall work ethic	1	2	3	4	5
Ability to problem solve	1	2	3	4	5
Communication skills	1	2	3	4	5
Ability to respect others' ideas and opinions	1	2	3	4	5
Knowledge of TWU	1	2	3	4	5
Ability to be a positive role model	1	2	3	4	5
Overall rating as a potential team member	1	2	3	4	5

Please respond to the following questions on a separate piece of paper. Please type and limit your total response to three pages.

1. Explain three reasons why you are interested in being an Orientation Leader.
2. Orientation requires you to exceed your personal comfort zone on many occasions. Give an example of a time when you have exceeded your comfort zone.
3. What strengths can you bring to the Orientation Leader Team?
4. Orientation Leaders are among the first people to welcome new students into the TWU community. Give us an example of how you would help make their transition into the community as smooth and comfortable as possible.
5. What type of legacy do you want to leave at TWU?

Are you applying for summer internships or other employment opportunities? Yes No

The Center for Student Development understands that internships are important to a student's success in college. Our interest in knowing if you are applying for summer internships is in an effort to be supportive of your personal success. We expect the same respect with full disclosure of your summer work intentions should you be pursuing other opportunities.

Spring & Summer Conflicts *including classes* (potential conflicts February 2018 – August 2018):

2018 ORIENTATION LEADER APPLICATION

Please provide two references (one must be a TWU faculty or professional staff member).

1. Name: _____ Title: _____

Relationship (How do you know this person?): _____

Email: _____ Phone: _____

2. Name: _____ Title: _____

Relationship (How do you know this person?): _____

Email: _____ Phone: _____

Position Preference:

- Orientation Leader
- I am interested in being considered for an Orientation Translator position

Acknowledgement:

I have read and understand the attached responsibilities, requirements, and time commitments. I understand that in order to receive my full monthly stipend, I must be present for orientation sessions and Pioneer Camp activities that fall during that monthly period. I certify that the information herein is accurate to the best of my knowledge. You have my permission to verify my grade point average and disciplinary standing as well as check my social media/online presence. I give permission to the Center for Student Development to use my name, photo, and likeness on TWU websites and publications.

Signature of Applicant

Date

Disclosure of your student identification number is requested as part of your Texas Woman's University application for an Orientation Leader position. Your student identification number will be used to process your application. Student identification numbers are maintained and used by the Center for Student Development for GPA verification only. Disclosure of your student identification number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

The TWU Orientation Leader Program is committed to enhancing the awareness of diversity at TWU. Discrimination and/or harassment based on age, gender, disability, national origin, race, religion, sexual orientation, or any other subgroup within the university community is unacceptable to this organization.

After completing your application, please return it to the Center for Student Development (CSD) on the first floor of the Student Union no later than 5:00 PM on Friday, December 1, 2017.