ORIENTATION LEADER
APPLICATION FOR SUMMER 2018

POSITION DESCRIPTION
Orientation plays a key role in the success of first-year students by providing a fun, safe and positive environment designed to transition new students into college. Orientation leaders help by introducing students, their family and guests to the campus and its resources.

The Office of New Student Programs will select student leaders to assist with Freshman First Day (Friday, June 22, 2018) and New Student Orientation (Friday, August 17 – Monday, August 20, 2017).

QUALIFICATIONS
- Currently enrolled as a full-time Drury day school student and returning as a Drury undergraduate for Fall 2018
- Good academic and disciplinary standing including a minimum cumulative G.P.A. of 2.5
- 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
- Reliable transportation (unless you do not own a car or are an international student)

RESPONSIBILITIES
- Welcome new students and family members to Drury University during Freshman First Day and New Student Orientation
- Responsible for effective communication within the group, CORE 101 class and with professors.
- Attend morning meetings with assigned Orientation Coordinators
- Lead discussion groups with incoming students during CORE 101 class sessions
- Assist in the preparation and direction of orientation activities
- Explain academic opportunities and procedures to new students
- 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 during Freshman Move-in Day

MANDATORY TRAINING SESSIONS 2018
- Information session on Sunday, March 25th 3-5:00pm – location TBA
- Training session on Wednesday, April 11th 5-6:30 – location TBA
- Orientation Leader’s team building day Sunday April 22nd 3-5:00 pm – location TBA
- Lunch with core 101 professors Wednesday May 2nd 12 – 1:00 in FSC Ballroom (Lunch Provided)
- Freshman First Day on Friday June 22nd (Please let us know if you are NOT able to attend)
- Training session on Wednesday, August 15th (Time TBA)
- New Student Orientation activities, Friday, August 17th – Monday, August 20th

BENEFITS
- Gain leadership experience while enhancing resume and career opportunities
- Develop personal and professional relationships with faculty, staff, and other Drury students
- Increase interpersonal communication skills
- Free orientation t-shirts
- Early move into campus housing August 14th
- Receive Drury gifts as compensation
- Recognition at Orientation Gala
APPLICATION PROCEDURE FOR 2018

If you were hired as an orientation leader for Summer 2017 please complete the following questions under the section “New Applicant” and “Recommendation Letters”. If you are a returning orientation leader, please fill out the questions under the section “Returning Applicant”.

The application must be uploaded by 5:00pm on Friday, February 9, 2018. Late applications will not be accepted. All applications must include a photo for identification purposes.

APPLICATION PROCEDURE CHECKLIST

☐ Application - Complete online application and answer appropriate questions regarding a new applicant or returning applicant. Please also upload a photo in the space provided.

☐ Recommendation Forms - If applicable complete recommendation section by providing two recipients and provide email addresses in the space provided. The Office of New Student Programs will send an online form to the selected recipients. All forms will be electronically collected. Recipients should be completed by Drury professors, current for former employers, or staff members. Undergraduate student recommendations will not be accepted.

The first round of selections is based solely on your application, recommendation forms and past experience as an Orientation Leader (for those reapplying). You will be notified via e-mail if you will need to sign up for an interview time.

☐ Interviews – Applicants will participate in one interview with the selection committee. You will sign up for an interview on google docs after receiving the e-mail confirmation that you need to do so.

☐ Training – If you are selected for the Orientation Team, mandatory training sessions are required. Please see front page for dates.
ORIENTATION LEADER
APPLICATION FOR SUMMER 2018

PERSONAL INFORMATION

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

E-mail: _______________________________________________________   ID #: ___________________________

Best phone number to contact you: ________________________________

Hometown: ________________________________

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)? ________________

Year of entry to Drury day school: __________

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/Greek life affiliation:

_____________________________________________________________________________________________

_____________________________________________________________________________________________

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 22, 2018? Yes   No   Unsure   If no or unsure, why? ________________________________

T-shirt size:  □ X-Small  □ Small  □ Medium  □ Large  □ X-Large  □ XX-Large  □ XXX-Large
**Essay Questions**

Former Orientation Staff (Those who were on staff in summer of 2017)
If you were hired as an Orientation Leader for summer 2017 please complete the following questions in 200 words or less.
If you were not an Orientation Leader for summer 2017 (If you were hired for past summers and or have never been a part of orientation staff before, please skip down to the next section).

1.) Why are you applying (or reapplying) to be on orientation staff?
2.) What area could be improved for Orientation 2018?
3.) What is your leadership style? What is one of your best leadership traits?
4.) Do you consider yourself an extrovert or introvert?

New Applicants (Those who were not on staff in summer of 2017)

1.) Why are you reapplying to be on the Orientation staff for 2018?
2.) What makes an orientation leader successful?
3.) What is your leadership style?
4.) Why type of role do you play in conflict resolution?

**Recommendations**

Please list the two members of Drury’s community from whom you wish to request recommendations from:

Name: _______________ Dept: _______________________ Email: ______________________

Name: _______________ Dept: _______________________ Email: ______________________

**Verification of Information**

I affirm the information I have provided on this application form for the position of Orientation Leader is complete, accurate, and true to the best of my knowledge. I hereby give approval to the Drury Office of New Student 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 completed and uploaded no later than 5:00pm on Friday, February 9, 2018. Late submissions will not be accepted.

You will hear back from the office of New Student Programs by February 16, 2018 if you have been selected for an interview process.