

UNIVERSITY OF NORTH★TEXAS™

OFFICE OF NEW STUDENT PROGRAMS

2010 NEW STUDENT ORIENTATION LEADER APPLICATION PACKET

Thank you for your interest in the Orientation Leader position. We are excited to begin the selection of our team. Collectively, Orientation Leaders are responsible for introducing the University of North Texas to more than 7,500 new students along with over 2,000 parents and family members. **Please carefully read the entire packet and follow all directions.**

HOW WILL THE ORIENTATION PROGRAM BENEFIT ME AS A STUDENT AT UNT?

Making connections throughout the university is critical for your success as a student. As an Orientation Leader team member, you will have the opportunity to make and enhance connections with faculty, staff and a variety of students from the UNT community. In addition, you benefit from learning detailed information about university programs and services, which increases your campus knowledge. Many student leaders use Orientation as a stepping-stone to employment in other prestigious leadership positions on campus.

HOW WILL THE ORIENTATION PROGRAM BENEFIT ME AFTER GRADUATION?

These positions are designed to increase your leadership skills and abilities. Orientation Leaders develop skills in group problem solving, conflict resolution, interpersonal communication and team building. The Orientation experience also provides students with the opportunity to interact with a diverse population of students, fostering skills important for future employment. Throughout the program, you will have opportunities to use these skills in hands-on situations, thus providing an experience upon which employers look favorably.

ORIENTATION LEADER SELECTION TIMELINE

Date	Activity	Time & Location
Monday, October 5 th	Applications Available	University Union, Suite 319
FRIDAY, OCTOBER 30TH	APPLICATIONS DUE	5:00 PM, UNIVERSITY UNION, SUITE 319 **APPLICANTS MUST TURN IN A COMPLETED PACKET WITH RECOMMENDATIONS AND APPLY ONLINE (SEE BELOW)** *ALL APPLICANTS MUST SIGN UP FOR A GROUP INTERVIEW WHEN THEY TURN IN THEIR APPLICATION PACKET.*
Monday, November 9 th – Friday, November 13 th	Group Interviews	Meet in Union 319
Friday, November 13 th	Round # 2 (Individual Interview) Notification	Notification via e-mail by 5:00 PM
Monday, November 16 th	Round #2 (Individual Interview) Sign-Up	8:00 AM – 5:00 PM, Union 319
Wednesday, November 18 th – Friday, November 20 th	Individual Interviews	9:00 AM - 5:00 PM; Union 319
Monday, November 30 th	Positions Offered	Email notification and letters sent

APPLICATION DEADLINE: FRIDAY, OCTOBER 30TH BY 5:00 PM
ALL APPLICANTS MUST APPLY ONLINE & RETURN A COMPLETED APPLICATION PACKET.
RETURN APPLICATION PACKETS TO THE OFFICE OF NEW STUDENT PROGRAMS ~ UNION 319
QUESTIONS?? CALL (940) 565-4198

UNIVERSITY OF NORTH TEXAS™

2010 ORIENTATION LEADER JOB DESCRIPTION

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

JOB DESCRIPTIONS:

Freshman Orientation Leader (OL):

The responsibilities of a Freshman Orientation Leader range from providing technical assistance on the myUNT website to comforting a student who feels homesick. Freshman OLs must be flexible, perceptive, willing to take initiative, empathetic, and team-orientated. The duties of a Freshman OL may include, but are not limited to:

- Welcoming new students and parents to the University
- Conducting small group meetings on topics such as the academic Guidebook, transitional issues and campus resources, and the registration process
- Leading groups across campus to numerous program locations
- Assisting academic advisors and campus department presenters during their presentations
- Assisting students in creating a class schedule
- Providing information and assisting students in the registration process
- Giving a dramatic performance in front of a large audience
- Moving and lifting orientation materials and preparing the freshman orientation packets
- Working strenuous, irregular hours

Transfer Orientation Leader (OL):

The responsibilities of a Transfer Orientation Leader are very similar to those of the Freshman Orientation Leaders. They include greeting students and assisting with their advising and registration. Transfer OLs must be flexible, perceptive, willing to take initiative, empathetic, and team-orientated. The duties of a Transfer OL may include, but are not limited to:

- Welcoming new students and parents to the University
- Answering questions related to the orientation schedule, transitional issues, campus resources, and the registration process
- Leading groups across campus to numerous program locations
- Assisting academic advisors and campus department presenters during their presentations
- Assisting students in creating a class schedule
- Providing information and assisting students in the registration process
- Helping to lead all attendees in the Fight Song and Alma Mater
- Moving Orientation materials and preparing the transfer orientation packets
- Helping set up for the first day of each Freshman Orientation
- Working strenuous, irregular hours

ESSENTIAL QUALIFICATIONS:

- 2.5 minimum grade point average at the time of application and during employment
- Good academic and disciplinary standing with the University
- Obtained a minimum of 30 credit hours by end of Spring 2010
- Undergraduate student
- Enrolled on campus during Fall 2010

IDEAL SKILLS AND ABILITIES:

- Be an excellent team player and representative of UNT
- 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 UNT 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
- Desire to make a difference in the lives of first year students, transfer students, and their families
- 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

TIME COMMITMENT:

Freshman Orientation Leaders are required to participate in the following activities (see attached list for specific dates):

- On-going leadership training - spring & summer 2010 (see attached dates)
- New Student Orientation Prep Work (see attached dates)
- New Student Orientations (see attached dates)
- New Student Convocation during First Flight Week
- All official Orientation functions (receptions, banquets, photo shoots, etc.)
- **Time constraints do not permit Freshman Orientation Leaders to hold another job or be enrolled in courses during any Summer School Sessions.**

Transfer Orientation Leaders are required to participate in the following activities (see attached list for specific dates):

- On-going leadership training - spring & summer 2010 (see attached dates)
- Transfer Orientation Prep Work (see attached dates)
- Early Eagle Transfer Orientation (May) & Transfer Drive-In Orientations (see attached dates)
- New Student Orientation morning set-up (see attached dates)
- Late Orientation (August 25, 2010)
- All official Orientation functions (receptions, banquets, photo shoots, etc.)
- **Transfer Orientation Leaders may hold another job or be enrolled in courses during any Summer School Sessions as long as the schedule does not conflict with the above required time commitments.**

ADDITIONAL REQUIREMENTS:

- **Freshman and Transfer Orientation Leaders** are required to submit in writing prior to hire any events that may conflict with the Orientation time commitments listed herein. For example, we might be able to work with you on attending Cousin Bob's wedding or the Smith Family Reunion. These dates, however, must be included in your completed application packet.
- **Freshman Orientation Leaders** are required to live in Kerr Hall from early June to early August, 2010 (not including orientation breaks, and evenings during New Student Orientation when students are not in the halls). See attached list of breaks and holidays.

COMPENSATION:

Freshman Orientation Leader

- Stipend (approximately \$2400 before taxes)
- Room & Board (late May – early August)
- Staff Shirts
- Staff Bag

Transfer Orientation Leader

- Stipend (approximately \$1500 before taxes)
- Some meals throughout the summer
- Staff Shirts
- Staff Bag

APPLICATION PROCESS:

1. Students must complete an online application through the Career Center. Log on to http://careercenter.unt.edu/eagle_network.html and search for job posting **48120**.
2. Students need to complete the attached application packet. Completed application packets and recommendation forms must be submitted no later than **5:00 PM, October 30, 2009**. All forms are to be returned to the Office of New Student Programs, Union 319. Students should sign up for a group interview time when they turn in their application packet.

The University of North Texas is an Equal Opportunity/Affirmative Action Employer. All Dates Subject to Change Without Notice.

UNIVERSITY OF
NORTH★TEXAS™
2010 ORIENTATION LEADERSHIP TEAM APPLICATION
TIME COMMITMENTS – SPRING & SUMMER 2010

Leader 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.**

Orientation Sessions:

Freshman Orientation Leaders must be present at all summer and pre-fall New Student Orientation sessions. Note for Session 9: Contract exceptions may be on a case-by-case basis for conflicting commitments such as Residence Life Training, Sorority Recruitment, or academic obligations.

Transfer Orientation Leaders must be present at all spring, summer, and late Transfer Orientation sessions. This position is also responsible for the New Student Orientation set-up on the morning of the first day of each session.

First Flight Programming: Freshman Orientation Leaders are required to attend all Office of New Student Programs-sponsored First Flight Activities, including the New Student Convocation.

Orientation Leader Training **		
Date	Activity	Time
Friday, January 22	Leader Training	2:00 pm - 5:00 pm
Friday, January 29	Leader Training	2:00 pm - 5:00 pm
Friday, February 5	Leader Training	2:00 pm - 5:00 pm
Friday, February 12	Leader Training	2:00 pm - 5:00 pm
Friday, February 19	Leader Training	2:00 pm - 5:00 pm
Friday, February 26	Leader Training	2:00 pm - 5:00 pm
Friday, March 5	Leader Training	2:00 pm - 5:00 pm
Friday, March 12	Leader Training	2:00 pm - 5:00 pm
Friday, March 26	Leader Training	2:00 pm - 5:00 pm
Friday, April 2	Leader Training	2:00 pm - 5:00 pm
Friday, April 9	Leader Training	2:00 pm - 5:00 pm
Friday, April 16	Leader Training	2:00 pm - 5:00 pm
Friday, April 23	Leader Training	2:00 pm - 5:00 pm
Friday, April 30	Leader Training	2:00 pm - 5:00 pm
May 28	Move-In	All Day
June 1-June 11	Summer Training	Full Days

****Note: Training schedule is subject to change.**

FRESHMAN ORIENTATION LEADER SESSION REQUIREMENTS		
Date	Activity	Time
Monday June 14 – Tuesday June 15	Freshman Orientation #1	Full Days
Wednesday June 16	Orientation Prep	Morning
Thursday June 17 – Friday June 18	Freshman Orientation #2	Full Days
Monday June 21 – Tuesday June 22	Freshman Orientation #3	Full Days
Wednesday June 23	Orientation Prep	Morning
Monday June 28 – Tuesday June 29	Freshman Orientation #4	Full Days
Wednesday June 30 – Thursday July 1	Freshman Orientation #5	Full Days
Monday July 5	Orientation Prep	Morning
Tuesday July 6 – Wednesday July 7	Freshman Orientation #6	Full Days
Monday July 19 – Tuesday July 20	Freshman Orientation #7	Full Days
Wednesday July 21	Orientation Prep	Morning
Thursday July 22 – Friday July 23	Freshman Orientation #8	Full Days
Monday July 26	WORK DAY	Full Day
Tuesday August 17	Orientation Prep	Afternoon
Wednesday August 18 – Thursday August 19	Freshman Orientation #9	Full Days
Wednesday August 25	New Student Convocation	Full Day

****Note: Schedule is subject to change.**

TRANSFER ORIENTATION LEADER SESSION REQUIREMENTS		
Date	Activity	Time
Thursday, May 6	Early Eagle Prep	Morning
Friday, May 7	Early Eagle	All Day
Thursday, June 3	Transfer Prep	Morning
Friday, June 4	Transfer Drive-In #1	All Day
Thursday, June 10	Transfer Prep	Morning
Friday, June 11	Transfer Drive-In #2	All Day
Monday, June 14	Freshman Orientation Set-up	Morning
Thursday, June 17	Freshman Orientation Set-up	Morning
Monday, June 21	Freshman Orientation Set-up	Morning
Thursday, June 24	Transfer Prep	Morning
Friday, June 25	Transfer Drive-In #3	All Day
Monday, June 28	Freshman Orientation Set-up	Morning
Wednesday, June 30	Freshman Orientation Set-up	Morning
Tuesday, July 6	Freshman Orientation Set-up	Morning
Thursday, July 8	Transfer Prep	Morning
Friday, July 9	Transfer Drive-In #4	All Day
Thursday, July 15	Transfer Prep	Morning
Friday, July 16	Transfer Drive-In #5	All Day
Monday, July 19	Freshman Orientation Set-up	Morning
Thursday, July 22	Freshman Orientation Set-up	Morning
Monday, July 26	WORK DAY	Full Day
Thursday, July 29	Transfer Prep	Morning
Friday, July 30	Transfer Drive-In #6	All Day

Thursday, August 5	Transfer Prep	Morning
Friday, August 6	Transfer Drive-In #7	All Day
Thursday, August 19	Transfer Prep	Morning
Friday, August 20	Transfer Drive-In #8	All Day
Tuesday, August 24	Transfer Prep	Morning
Wednesday, August 25	Late Orientation	All Day

****Note: Schedule is subject to change.**

**UNIVERSITY OF
NORTH★TEXAS™
2010 ORIENTATION LEADERSHIP TEAM APPLICATION**

PLEASE TYPE OR PRINT CLEARLY

Name: _____ UNT ID#: _____

Local Address: _____

City/State/Zip: _____

Home Address: _____

City/State/Zip: _____

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

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

Hometown: _____

EDUCATIONAL & UNT INFORMATION

Classification: FR SO JR SR Number of Semesters at UNT: _____

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

Anticipated Graduation (month and year): _____ GPA (2.5 required) _____

Transfer Student Former School(s): _____

Student Athlete Honors College Student

UNT residence halls you have lived in: _____ How long? _____

How did you find out about the Orientation Leader position? _____

INTERESTS AND ACTIVITIES

Career interests and goals:

Campus organizations and service opportunities in which you are involved. (Please indicate officer positions held, if any.)

1. _____
2. _____
3. _____
4. _____
5. _____

2010 ORIENTATION LEADERSHIP TEAM APPLICATION

Please rate yourself on the following qualities (1 = Need Improvement; 3 = Average; 5 = Superior)

Demonstrate 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
Effective at completing repetitive tasks.....	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
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 UNT.....	1	2	3	4	5
Overall rating as a potential Orientation Staff Member.....	1	2	3	4	5

Please respond to the following questions on a separate piece of paper. Please type and limit your total responses to no more than three pages.

1. What do you perceive to be the purpose of Orientation and the role of the Orientation Leader?
2. Why do you want to become an Orientation Leader?
3. What strengths do you possess that you would bring to this position?
4. In 25 words or less, please describe what UNT means to you.
5. Fill the space below with something that defines "YOU." Be Creative! Anything goes as long as it fits within this box.

References:

You are required to submit two completed reference forms with your application (see attached reference forms). One reference must be a **former supervisor**, through paid or non-paid experience. The other reference must come from a **faculty or staff member** of the University of North Texas (not RAs, PAs, or graduate assistants). If you are a first-year student, you may give these forms to community college or high school personnel.

List the names and titles of the two individuals who will be submitting recommendations for you:

1. _____
2. _____

Summer Conflicts (Please include event and date(s) including any conflict with the Session 9 Orientation):

Position Preference (Please check all that apply):

- Freshman Orientation Leader
- Transfer Orientation Leader
- If not hired for a Freshman or Transfer Orientation Leader position, I would be interested in receiving more information on the Parent Orientation Leader position.

How did you hear about the Orientation Leader position? (Please check all that apply):

- FYE Leader Facebook Orientation website Union/campus advertising RA
- Former Orientation Leader Career Center Residence Hall advertisement Other: _____

Where did you pick up your application? (Please check all that apply):

- Union, Suite 319 Facebook Information table in Union Information Session
- Orientation website FYE Leader Former Orientation Leader Other: _____

I have read and understand the attached responsibilities, requirements, and time commitments. 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 at the time of application, at the end of the Fall 2009 semester, and at the end of the Spring 2010 semester.

Signature of Applicant

Date

After completing this form, please return it personally to the Office of New Student Programs, Union 319. Submission of application prior to the October 30th deadline is strongly recommended.

UNIVERSITY OF NORTH TEXAS™

2010 ORIENTATION LEADER RECOMMENDATION FORM

Applicant: Complete this section prior to distributing to evaluator.

Name of Applicant: _____ Phone: _____

The Family Educational Rights and Privacy Act of 1974 provides students the right to access this form. This right may be waived, but no school or person can require the student to waive this right. Check the desired statement and sign below.

____ I waive my right to review this recommendation form.

____ I do not waive my right to review this recommendation form.

Signature of Applicant: _____ Date: _____

To the Evaluator:

This student is applying for an Orientation Leader position. If selected, this student would help entering students set a foundation for college success; provide information on University services and resources; and create an environment for establishing relationships. You can assist in the selection process by completing this form and returning it directly to the Office of New Student Programs.

Name of Evaluator: _____ Phone: _____

How long have you known the applicant: _____ In what capacity? _____

Personal Characteristics: Check all that apply to the candidate.

- | | | | | |
|--|--|-------------------------------------|--|--|
| <input type="checkbox"/> Accepting of others | <input type="checkbox"/> Confused | <input type="checkbox"/> Excitable | <input type="checkbox"/> Mature | <input type="checkbox"/> Reserved |
| <input type="checkbox"/> Aggressive | <input type="checkbox"/> Conscientious | <input type="checkbox"/> Flippant | <input type="checkbox"/> Motivated | <input type="checkbox"/> Responsive |
| <input type="checkbox"/> Ambitious | <input type="checkbox"/> Cooperative | <input type="checkbox"/> Friendly | <input type="checkbox"/> Obstinate | <input type="checkbox"/> Rigid |
| <input type="checkbox"/> Analytical | <input type="checkbox"/> Creative | <input type="checkbox"/> Honest | <input type="checkbox"/> Open-minded | <input type="checkbox"/> Sincere |
| <input type="checkbox"/> Approachable | <input type="checkbox"/> Deceptive | <input type="checkbox"/> Immature | <input type="checkbox"/> Organized | <input type="checkbox"/> Tactful |
| <input type="checkbox"/> Believable | <input type="checkbox"/> Dependable | <input type="checkbox"/> Impatient | <input type="checkbox"/> Outgoing | <input type="checkbox"/> Temperamental |
| <input type="checkbox"/> Caring | <input type="checkbox"/> Emotional | <input type="checkbox"/> Insightful | <input type="checkbox"/> Patient | <input type="checkbox"/> Tentative |
| <input type="checkbox"/> Charismatic | <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Insincere | <input type="checkbox"/> Positive Attitude | <input type="checkbox"/> Tolerant |
| <input type="checkbox"/> Confident | <input type="checkbox"/> Ethical | <input type="checkbox"/> Judgmental | <input type="checkbox"/> Practical | <input type="checkbox"/> Understanding |
| | <input type="checkbox"/> Logical | <input type="checkbox"/> Quiet | <input type="checkbox"/> _____ | |

Abilities: Use the scale below to assess the following skills.

5=Excellent 4=Good 3=Average 2=Fair 1=Unacceptable NA=Not Applicable

_____ Ability to manage time and finish tasks on time.

_____ Ability to solve problems.

_____ Ability to accept responsibility for own actions.

_____ Ability to relate well with students, parents, faculty and administrators.

_____ Ability to speak in front of small and large groups.

_____ Ability to listen and follow directions.

_____ Ability to present a positive image of UNT.

General Comments: Please be specific and feel free to make additional comments on the back of this form.

I _____ Do not recommend _____ Recommend with reservations _____ Do Recommend _____ Strongly recommend the applicant.

Please return this recommendation form by October 30th, 2009 to the Office of New Student Programs, 1155 Union Circle #311274, Denton, TX 76203 or fax it to 940.369.7849.

UNIVERSITY OF NORTH TEXAS™

2010 ORIENTATION LEADER RECOMMENDATION FORM

Applicant: Complete this section prior to distributing to evaluator.

Name of Applicant: _____ Phone: _____

The Family Educational Rights and Privacy Act of 1974 provides students the right to access this form. This right may be waived, but no school or person can require the student to waive this right. Check the desired statement and sign below.

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To the Evaluator:

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How long have you known the applicant: _____ In what capacity? _____

Personal Characteristics: Check all that apply to the candidate.

- | | | | | |
|--|--|-------------------------------------|--|--|
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| | | <input type="checkbox"/> Logical | <input type="checkbox"/> Quiet | <input type="checkbox"/> _____ |

Abilities: Use the scale below to assess the following skills.

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_____ Ability to accept responsibility for own actions.

_____ Ability to relate well with students, parents, faculty and administrators.

_____ Ability to speak in front of small and large groups.

_____ Ability to listen and follow directions.

_____ Ability to present a positive image of UNT.

General Comments: Please be specific and feel free to make additional comments on the back of this form.

I _____ Do not recommend _____ Recommend with reservations _____ Do Recommend _____ Strongly recommend the applicant.

Please return this recommendation form by November 13st, 2008 to the Office of New Student Programs, Union Circle #311274, Denton, TX 76203 or fax it to 940.369.7849.