



2020 ORIENTATION LEADER APPLICATION PACKET

Please carefully read the entire packet and follow all directions.

ORIENTATION LEADER SELECTION TIMELINE

Date	Activity	Time & Location
Tuesday, November 26	APPLICATIONS AVAILABLE	Available online: https://www.twu.edu/orientation/orientation-leaders/ OR available at the Center for Student Development (CSD)
WEDNESDAY, FEBRUARY 5	APPLICATIONS DUE	4:00 PM, CSD Front Desk (Student Union in Hubbard Hall, 1st Floor) <u>ALL APPLICANTS MUST SIGN UP FOR A GROUP INTERVIEW WHEN THEY TURN IN THEIR APPLICATION PACKET.</u>
Friday, February 7	Group Interviews	Will get time and location when signing up for group interview
Monday, February 10	Round # 2 (Individual Interview) Notification	Time & Location TBD
Monday, February 10 - Tuesday, February 11	Round #2 (Individual Interview) Sign-Up	8:00 AM – 5:00 PM at Center for Student Development (CSD) Front Desk
Wednesday, February 12 – Friday, February 14	Individual Interviews	Time & Location TBA
WEDNESDAY, FEBRUARY 19	POSITIONS OFFERED	E-mail Notification & Letters Available (CSD Front Desk)

APPLICATION DEADLINE: WEDNESDAY, February 5, 2020 BY 4:00 PM

RETURN APPLICATION PACKET TO THE CENTER FOR STUDENT DEVELOPMENT (CSD) STUDENT UNION IN HUBBARD HALL, 1ST FLOOR

IF YOU CANNOT SUBMIT IN PERSON, YOU MAY SCAN AND EMAIL TO JWALTON4@TWU.EDU.

QUESTIONS? CALL (940) 898-3626 OR EMAIL JWALTON4@TWU.EDU

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:

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 2020)
- Must have completed a minimum of 12 semester hours by the end of Fall 2019
- Good academic and disciplinary standing with Texas Woman's University
- Successful completion of a criminal background check
- Will be enrolled full-time during Fall 2020 on one of TWU's campuses (registered for classes no later than May 1, 2020)

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:**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)
- Total compensation package worth approximately \$4,825

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)
- Total compensation package worth approximately \$5,225

**OL AND TRANSLATOR POSITION:
TIME COMMITMENTS – SPRING & SUMMER 2020**

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, including Orientation Team Leaders and Returner Orientation Leaders, are required to attend all Orientation Team Meetings. Team meetings will be held on the following dates:

Friday, February 28 (12pm - 5pm)

Friday, March 20 (12pm - 5pm)

Friday, March 27 (12pm - 5pm)

Friday, April 3 (12pm - 5pm)

Friday, April 10 (12pm – 5pm)

Summer Training May 26 – June 4: Training is mandatory for all new and returning staff. Staff members are required to attend all Orientation training sessions.

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

First-Year Orientation:

- June 5 – 6 (Fri – Sat)
- June 9-10 (Tues – Wed)
- June 15-16 (Mon – Tues)
- June 18 – 19 (Thurs – Fri)
- July 10-11 (Fri – Sat)
- July 30 – 31 (Thurs – Fri)

Transfer Orientation:

- April 24 (Friday)
- May 29 (Friday)
- July 27 (Monday)

Graduate Orientation:

- August 18 (Tuesday)

Catchall Orientation:

- August 19 (Wednesday)

Pioneer Camp Programming: Orientation Leaders are required to attend and help with Pioneer Camp activities and events. Dates: Thursday, August 20- Sunday, August 23

FREQUENTLY ASKED QUESTIONS

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 **4:00 PM, Wednesday, February 5** in the Center for Student Development (Student Union in Hubbard Hall, 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.
- Group Interviews will take place **February 7**.
- You will be notified if you are selected for an Individual Interview by **Monday, February 10**.
- Individual Interviews will take place **February 12-14**.
- Positions will be offered by **February 19**.

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



TEXAS WOMAN'S UNIVERSITY™

2020 ORIENTATION LEADER APPLICATION

PLEASE TYPE OR PRINT CLEARLY

Name: _____ TWU ID#: _____

Local Address: _____

City/State/Zip: _____

Home Address: _____

City/State/Zip: _____

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: _____ Current GPA: _____

Transfer Student Former School(s): _____

Student Athlete Honors College Student

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

Fall 2020 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. _____

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

1. Explain three reasons why you are interested in being an Orientation Leader.
2. 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 2020 – August 2020):



TEXAS WOMAN'S UNIVERSITY™

2020 ORIENTATION LEADER APPLICATION

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 in Hubbard Hall no later than 4:00 PM on Friday, February 5, 2020. Submissions after February 5 deadline will not be accepted.