



IUPUC

UNIVERSITY COLLEGE

INDIANA UNIVERSITY-PURDUE UNIVERSITY

Columbus

Application Packet for Orientation Leader Summer 2019

Learning Outcomes for Orientation Leaders

By serving as an Orientation Leader, you will:

- Enhance your communication, listening, and facilitation skills
- Demonstrate personal responsibility for actions and decisions
- Understand the benefits of attending IUPUC and be able to articulate those benefits to students and parents
- Represent yourself and the University in a professional manner
- Establish and foster positive working relationships with IUPUC students, faculty, and staff
- Cultivate an environment that is inclusive, civil, and welcoming to IUPUCs diverse populations
- Improve your ability to work effectively within a team
- Understand student transition issues and the impact of student engagement on campus
- Gain a basic understanding of university structure
- Identify campus resources and provide appropriate referral information
- Improve and enhance your personal leadership style

BE A LEADER...

AN ORIENTATION LEADER!

The Division of University College is recruiting several students to become Orientation Leaders (OLs). Orientation Leaders are current students who help new & transfer students take the first steps toward a successful college career.

What Will I Do?

Orientation Leaders lead a group of new students and their parents to multiple sessions throughout a New Student Orientation Session. Orientation Leaders lead tours, conduct presentations, and answer questions to help new students, and their guests, transition to IUPUC. There will be extensive training sessions to help you learn the material prior to the start of the orientation season.

What are the Requirements?

A positive attitude and school spirit is a must!

It is also important for you to feel comfortable interacting with others and speaking in front of a small group. You must be a *current IUPUC student with a minimum cumulative GPA of 2.500.

*enrolled as an IUPUC student in Spring 2019 and returning in Fall 2019

What is the Schedule & Pay?

Orientation Leaders are paid \$10.15/hour. Applicants do NOT need to be work-study eligible. There are 5 scheduled Orientations from June-August. (See attached sheet for details). There is 1 additional new student event scheduled for Tuesday, August 13th, as well as additional orientation opportunities in January, and other orientation related events throughout fall and spring semesters.

Orientation Leaders report to work approximately one hour prior to orientations and continue to work until about 30 minutes after the session ends (for a total of about 6-7 hours per orientation). OLs are **required** to attend four paid training sessions prior to the first orientation. During training, OLs will be provided all the information and tools they need in order to be ready for summer orientations.

Since we have a number of orientations scheduled during the summer, we understand that applicants may not be available for all the orientations due to summer classes. We encourage you to still apply even if you will not be able to attend all orientations, but please understand that preference will be given to students who can attend the most orientation sessions.

What is in it for ME?

Orientation Leaders help to foster a sense of trust and confidence within their groups of students, which in many cases leads to long-term friendships between them. In many ways, an Orientation Leader can have an everlasting effect on a student, and provide him or her with an experience they will most likely never forget. This is a great opportunity to gain experience, improve your communication techniques, and add leadership skills to your resume.

We look forward to receiving your application. If you have any questions, please contact AJ Amini at ajamini@iu.edu.

**Applications are due by February 1st at 4pm, to AJ's office (CC156E)
or e-mailed to AJ Amini at ajamini@iu.edu.**

NEW STUDENT ORIENTATION DATES SUMMER 2019

Please be sure to consider your possible summer course schedule, other work positions, etc. before committing to being an Orientation Leader. If you are invited for an interview, we'll ask again about your summer course schedule since we understand that it may not be set in stone at this time.

Listed below are the start times and the approximate end times that Orientation Leaders need to be at IUPUC.

Orientation Leader Trainings – 4 paid required sessions

**Tentative dates: May 17th, May 24th, May 31st, June 7th*

Scheduled Orientations & New Student Event (6)

Tuesday June 4 th	7:00am-1:00pm
Friday June 21 st	7:00am-1:00pm
Friday July 12 th	7:00am-1:00pm
Friday July 26 th	7:00am-1:00pm
Friday August 16 th	7:00am-1:00pm
Tuesday August 13 th (New Student Event)	9:00am-2:00pm

Time Line:

- Applications Due: February 1st
- Interview Notification and Scheduling: February 4th-8th
- Interviews: February 11th-15th
- Selection Notification (via email): Week of February 18th
- Training #1: May 17
- Training #2: May 24
- Training #3: May 31
- Training #4: June 7

What to do next?

- Keep **this page** for your records and future reference.
- Complete and return the attached application (page 4) to CC 156E or e-mailed to AJ Amini at ajamini@iu.edu by 4pm on February 1st .

**IUPUC ORIENTATION LEADER
2019 Employment Application**

Name: _____ Student ID#: _____

University e-mail: _____ Phone #: _____

Major: _____ Cumulative GPA: _____ (minimum 2.500 required)

If you have ever transferred, please lists previous intuitions and dates you attended:

The Division of University College will give preference to applicants who can attend all Orientations, but students who can attend most of them are also encouraged to apply.

Are you available for all Orientations and Trainings? YES NO (circle one)

If no, which date(s) are you unavailable and why?

How did you hear about this position? Circle all that apply.

What's Up? E-mail Flyer Plasma TV Faculty/Staff Other _____

On a separate sheet of paper, please provide typed, thoughtful, short narratives in response to the following questions:

- What do you like most about IUPUC?
- What do you wish you would have known as a new student? Describe the skills you have which will be helpful in working with first-year students. Be specific and use examples where appropriate.
- How comfortable are you working in an environment that requires a lot of verbal communication and small group facilitation?
- Please define the words listed below and rank them in order of importance for characteristics of an Orientation Leader. (Note: there is no correct answer, but we would like you to write a justification for why you ranked the words in your particular order):
 - "Proactive", "Professional", "Cordial", "Team-player"

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