

Orientation Leader Fact Sheet and Timeline



Requirements

Qualifications: A minimum cumulative GPA of 2.5 or higher. Previous leadership and co-curricular involvement in college and/or high school is required.

A successful candidate will possess the following:

- Ability to maintain a positive attitude focused on the mission of the orientation program.
- Willingness to enforce policies and procedures as outlined in the Farmingdale State College Student Handbook.
- Critical thinking skills, and the ability to analyze, reflect, and act.
- A desire to work with students, faculty, and staff members.
- Good interpersonal, management and conflict resolution skills.
- Excellent oral communications skills.
- At least 15 completed credits at Farmingdale State College.

Preferred Qualifications:

- A minimum cumulative GPA of a 2.75 or higher.
- Good judicial standing at Farmingdale State College.

Time Commitment and Expectations

- Commitment for the entire Orientation season.
- Will be required to work all Orientation programs over the summer.
- Job includes long days, evenings, and possible overnights.
- Will be required to work some weekends during the Orientation season.
- Summer intersession classes or work must be disclosed and approved, if selected.

Compensation and Benefits

- Orientation Leaders will receive a stipend paid in installments over Orientation time period.
- Partial meals during training and during Orientation programs.
- Orientation staff shirt.

Selection Timeline

Monday, March 14	OL Applications Released
Friday, April 1 by 5 pm	OL Application due to Dean of Students Office Laffin Hall Room 314
Monday, March 28 - Friday, April 8	Individual Interviews
Week of April 11	Group Interview
Tuesday, April 12	Decision Letters Mailed Out
Tuesday, April 26	Position Confirmation due to Dean of Students Office
Week of May 2	Summer 2016 OL Staff Welcome Meeting

Completed Applications

OL Application deadline: **Friday, April 1 by 5 pm**

Your application will be complete when the Dean of Students Office receives the following:

- Orientation Leader Application including:
 - Typed answers to the Thoughts and Opinions Questions.
 - Complete Resume.
 - Copy of your Unofficial Transcript.
- One recommendation from a Farmingdale State College faculty or staff member.

OL Application Deadline is
Friday, April 1 by 5 PM
Dean of Students Office in Laffin Hall, Room 314

Questions? Please contact:

Frank Rampello
Laffin Hall, Room 314
(631) 420-2104

Frank.Rampello@Farmingdale.edu

Orientation Leader Application

General Information

Name: _____ RAM ID #: _____
(first) (last)

Farmingdale E-Mail Address: _____

Residence Hall Room # (If Applicable): _____

Cell Phone Number: _____

Home (or summer) Address: _____
(street)

(city) (state) (zip code)

Home (or summer) Phone Number: _____

Current Major: _____ Minor (If Applicable): _____

Previous Major(s)/Minor(s): _____

Class Year in Fall 2016: _____ Cumulative GPA: _____

Are you a transfer student? _____ If yes, transferred from: _____

Please list any clubs, organizations, jobs, or activities you have been involved with outside of the classroom as a Farmingdale State College student:

Please list any summer employment/school/travel plans:

Recommendation

Please list the name and title of the faculty or professional staff member (not undergraduate students) who will be submitting the recommendation form. Please provide this individual with the attached recommendation form and inform them of the April 1, 2016 application deadline.

Name: _____ Title: _____

Phone: _____ Relationship to you: _____

Thoughts and Opinions

Answer the following questions and attach your typed responses to this application form:

1. What interests you about being an Orientation Leader (OL)?
2. What was your most significant experience (positive or negative) as a new student at Farmingdale State College? What did you learn from that experience and how would you relate that to new students?
3. Why do you think students should attend the Farmingdale State College Orientation program?

Verification of Information

I have read and understood the Orientation Leader position description and responsibilities. I further understand that I must disclose any additional commitments that could conflict with the orientation employment schedule during June 2016 – August 2016. I affirm that the information which I have provided on this application form and all other application materials for the position of Orientation Leader are complete, accurate, and true to the best of my knowledge. I give the Orientation Administrators permission to check my academic and disciplinary standing.

Signature: _____

Date: _____

INCOMPLETE AND UNSIGNED APPLICATIONS WILL NOT BE REVIEWED.

Orientation Leader Recommendation Form

Applicant Name: _____ (first) _____ (last)

Candidate only:

One recommendation form is required to complete your application and must be returned directly to the **Dean of Students Office in Laffin Hall, Room 314**, no later than **5:00pm on Friday, April 1st** for your application to be considered. Under the provisions of The Family Education Rights and Privacy Act which provides students with the right of access to this reference letter, please check one of the following:

- I retain my right to review and access this recommendation.
- I waive my right to review and access this recommendation.

Applicant Signature: _____ Date: _____

To the Evaluator: The student listed above is applying for the position of Orientation Leader at Farmingdale State College. If chosen, this student will work with our summer Orientation program helping new students learn about and adjust to the Farmingdale State College community. Please comment on the capabilities of this individual based on your interactions. Thank you for your assistance in our selection process. If you would like to complete this process online please email Frank.Rampello@farmingdale.edu for an electronic version of this form.

Name of Reference: _____

E-Mail: _____ Phone Number: _____

Position/Title: _____

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

Please identify the level at which the applicant has performed the qualities listed below according to the scale provided:

Skill	Excellent	Good	Average	Fair	Poor	No basis for judgment
Communication Skills						
Reliability/Responsibility						
Self-Confidence						
Adaptability/Flexibility						
Maturity						
Leadership Potential						
Attitude						
Cooperation with Others						
Receptive to Differences						

Please answer the following questions on a separate, typed sheet of paper:

- 1) Please list those personal characteristics you believe this candidate possesses that would be beneficial to the Orientation program.
- 2) Please list anything that you believe may affect this candidate's ability to be a successful Orientation Leader.
- 3) Please provide any additional information on the applicant's abilities and potential to succeed in this position.

Based on your knowledge of the applicant, as well as the type of position for which s/he is applying, please indicate your overall recommendation of how this person will function in this position:

- Recommend Highly Recommend Recommend with Reservations Not Recommend

Recommender's Signature: _____ Date: _____

2016 NEW STUDENT ORIENTATION SCHEDULE

OL TRAINING – Dates Subject to Change

Monday, June 13th—Wednesday, June 15th..... OL Training

*An off campus overnight leadership retreat will fall within this time period.

Thursday, June 23rd..... OL Packing Day

*Additional Packing Days will be scheduled throughout July.

July 2015..... OL Teambuilding Days

*Several additional OL training activities will take place during the month of July. Dates and times have yet to be determined.

ORIENTATION PROGRAMS – Dates Subject to Change

Saturday, June 25th..... Non-Traditional/Transfer Orientation

Tuesday, August 2nd..... New Student Orientation

Thursday, August 4th..... Non-Traditional/Transfer Orientation

Tuesday, August 9th..... New Student Orientation

Tuesday, August 16th..... New Student Orientation

Tuesday, August 23rd..... New Student Orientation

ADDITIONAL OL WORK

January 2017 (Specific dates are still TBD)..... January New Student Orientation

Different campus activities will arise throughout the school year. Please keep in touch with our office for more information regarding these opportunities.