

# Orientation Leader Fact Sheet and Timeline



## Requirements

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**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

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- 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.
- Participate actively in all training activities, including a 3 day off campus training retreat in June

## Compensation and Benefits

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- 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

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Monday, February 13 <sup>th</sup>	OL Applications Released
<b>Friday, March 10<sup>th</sup></b>	<b>OL Application due to Dean of Students Office Laffin Hall Room 314</b>
Monday, March 20 <sup>th</sup> - Friday, March 24 <sup>th</sup>	Individual Interviews
Week of April 3 <sup>rd</sup>	Group Interview
Friday, April 7 <sup>th</sup>	Decision Letters Mailed Out
Monday, April 17 <sup>th</sup>	Position Confirmation due To Dean of Students Office
Week of April 24 <sup>th</sup>	Summer 2017 OL Staff Welcome Meeting

## Completed Applications

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### **OL Application deadline: Friday, March 10<sup>th</sup> by 5pm**

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, March 10<sup>th</sup> 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](mailto: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 2017: \_\_\_\_\_ 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:

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Please list any summer employment/school/travel plans:

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## 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 March 10<sup>th</sup>, 2017 application deadline.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

## Thoughts and Opinions

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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

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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 2017 – August 2017. 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.**



# 2017 NEW STUDENT ORIENTATION SCHEDULE

## OL TRAINING – Dates Subject to Change

Wednesday, June 7th—Friday, June 9th.....OL Training

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

Tuesday or Wednesday, July 2017.....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 24<sup>h</sup>.....Non-Traditional/Transfer Orientation

Tuesday, August 1<sup>nd</sup>.....New Student Orientation

Thursday, August 3<sup>th</sup>.....Non-Traditional/Transfer Orientation

Tuesday, August 8<sup>th</sup>.....New Student Orientation

Tuesday, August 15<sup>th</sup>.....New Student Orientation

Tuesday, August 22<sup>rd</sup>.....New Student Orientation

## ADDITIONAL OL WORK

January 2018 (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.