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

### **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, February 13th

### Friday, March 10<sup>th</sup>

Monday, March 20th - Friday, March 24th

Week of April 3rd

Friday, April 7<sup>th</sup>

Monday, April 17<sup>th</sup>

Week of April 24<sup>th</sup>

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#### OL Applications Released

OL Application due to Dean of Students Office Laffin Hall Room 314

Individual Interviews

**Group Interview** 

**Decision Letters Mailed Out** 

Position Confirmation due To Dean of Students Office

Summer 2017 OL Staff Welcome Meeting

### **Completed Applications**

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

## OL Application Deadline is <u>Friday, March 10<sup>th</sup> by 5 PM</u> <u>Dean of Students Office in Laffin Hall, Room 314</u>

#### **Questions? Please contact:**

Frank Rampello Laffin Hall, Room 314 (631) 420-2104 <u>Frank.Rampello@Farmingdale.edu</u>

# **Orientation Leader Application**

## **General Information**

Name:		RAM ID #:				
(first)	(last)					
Farmingdale E-Mail Address	: 					
Residence Hall Room # (If A	oplicable):					
Cell Phone Number:						
Home (or summer) Address:						
	(street)					
	(city)	(state)	(zip code)			
Home (or summer) Phone No	umber:					
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, organiz Farmingdale State College s		es you have been involved with outsion	de of the classroom as a			
Please list any summer empl	oyment/school/travel p	lans:				
Recommendation						
Please list the name and title	of the faculty or profes	ssional staff member (not undergradu	uate students) who will be			

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:
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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 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.

# **Orientation Leader Recommendation Form**

Applicant Name:	rst)		(last)					
Candidate only:	15()		(last)					
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, March 10 <sup>th</sup> 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:	Applicant Signature:			Date:				
<b>To the Evaluator:</b> 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 <u>Frank.Rampello@farmingdale.edu</u> for an electronic version of this form.								
Name of Reference:								
E-Mail:			Pho	ne 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								
<ul> <li>Please answer the following questions on a separate, typed sheet of paper:</li> <li>1) Please list those personal characteristics you believe this candidate possesses that would be beneficial to the Orientation program.</li> </ul>								
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 Not Recommend								

# **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.