



East Stroudsburg University of Pennsylvania (ESU)
ORIENTATION LEADER POSITION FACT SHEET AND INSTRUCTIONS TO APPLY

Brief Job Description

Orientation Leaders welcome and provide incoming students, parents, and family members with information about University policies, programs, and services during summer Orientation sessions. This assists in a smooth transition to ESU. Orientation Leaders also assist students during their first semester at ESU, primarily as mentors during the first (4-6) weeks of fall 2017.

PLEASE READ CAREFULLY!

1. In addition to possible spring semester orientation dates, Orientation Leaders are required to report on the day prior to and the day of each summer orientation session; this is **MANDATORY**. Dates for summer Orientation 2017 programs begin at the end of April and continue through the end of June, with additional dates in August. Attendance at **all** trainings, preparatory sessions, and programs during the time period of April 2017 –August 31st is mandatory. Orientation Leaders are required to be available from August 10th through Move-In weekend (including early mornings, late nights and weekends); this is **MANDATORY**. Finalized dates for summer orientation will be announced during Orientation Leader interviews. If accepting a position, understand that you are making a commitment to be at **ALL** orientation sessions and cannot be excused for any reason. Also, Orientation Leaders are expected to work on Family weekend 2017, all open house dates, and all transfer days. Dates of transfer days and open house dates will be finalized by January training.
2. If selected, Orientation Leaders **must be able to attend ALL** spring semester training sessions scheduled for:
TUESDAYS: 2 PM – 4 PM: January 31st, February 7th, 14th, 21st, 28th, March 7th, 21st, 28th, April 4th, 11th, 18th, 25th
Tentative 2017 Training Sessions:
January Staff Training: January 9th-14th (Monday through Saturday), Plus, January orientation on the 15th.
National Orientation Directors Association (NODA) Regional Conference: Temple University, Philadelphia PA, March 17th - 19th (Friday through Sunday); Attendance is **optional**.
Stony Acres: Tentatively, March 25th and March 26th (Saturday and Sunday); Attendance is **mandatory**.
Late summer Orientation sessions & Mentor Training: August 14th – 24th; Attendance is **mandatory**.
3. Orientation Leaders cannot take summer classes during Orientation/summer training except home study or PSI courses.
4. Orientation Leaders may have other jobs, however, during orientation sessions, events, and training periods, Orientation takes priority over all other jobs, clubs, and organizations.
5. Orientation Leaders serve as mentors to new students during the first several weeks of the fall 2017 semester as well as perform recruitment of new orientation staff. Attendance at **ALL** Mentor-Mentee Programs and recruitment efforts is **mandatory**.
5. Orientation Leader applicants must have a minimum 2.4 GPA, be a student in good standing according to ESU's Student Code of Conduct, be involved in ESU activities/organizations, and plan to be a student at ESU in 2017-2018.
6. Orientation Leader positions are paid positions. \$8.00 an hour. Time and a half for overtime. Room and board are included for all Orientation sessions and trainings.
7. (1) Individual interview and (1) interactive group interview are required for this position..
8. Complete the attached application and schedule card for the fall 2016 semester for interview scheduling. Provide **all** classes, work schedules, athletic practices and contests, and **all** other obligations that are part of your schedule.
9. All completed application materials must be received by the Orientation Office **by Monday, November 7, 2016:** including your completed application form, your weekly schedule, and two written references by ESU faculty members, administrators, professional staff members, or employers (**not** students). References are required for **New** Orientation Leader applicants only; Returning Orientation Leaders need **not** submit references.
10. You will be notified of your scheduled interviews. Be sure to check your e-mail, voicemail, and USPS/residence hall mailbox daily.
11. Questions may be addressed at: ESU Orientation Office, 403 Normal Street, (570) 422-2862, otemp@po-box.esu.edu.

ORIENTATION LEADER APPLICATION
East Stroudsburg University of Pennsylvania



This completed application form, your completed schedule form, and (2) letters of recommendation from faculty, administration, staff, or employers (not students) must be received by the Orientation Office, 403 Normal Street, by Monday, November 7, 2016.

PLEASE LEGIBLY PRINT OR TYPE ALL INFORMATION:

NAME: _____ E-MAIL ADDRESS _____

LOCAL ADDRESS: _____

LOCAL PHONE (_____) _____ CELL (_____) _____

HOME ADDRESS: _____

HOME PHONE: (_____) _____

MAJOR: _____ CONCENTRATION: _____ GPA: _____

CLASS (Freshman, Sophomore, etc.) _____

OF COMPLETED CREDITS TO DATE: _____ # OF CREDITS YOU ARE TAKING NOW: _____

SHIRT SIZE (Circle One): SMALL MEDIUM LARGE X-LARGE XX-LG XXX-LG

JACKET SIZE (Circle One): SMALL MEDIUM LARGE X-LARGE XX-LG XXX-LG

How long have you attended ESU? _____

Will you return to ESU during the fall 2017 semester? _____

Did you attend an Orientation Information Session prior to submitting this application? _____

**USE THE REVERSE SIDE OF THESE SHEETS (using numbers and letters of questions),
IF NECESSARY, TO FULLY ANSWER THE FOLLOWING QUESTIONS:**

1. Did you participate in a summer Orientation program as an incoming student? ___ Yes ___ No

A. If so, what did you like about it?

B. If so, what are your suggestions to improve the program?

Name_____

C. What do you believe are the most important aspects of an Orientation program?

2. List all University and community activities or organizations in which you have been involved; list offices held, leadership positions held, and extent of involvement:

3. Supply a full autobiographical overview, so that we can become better acquainted with you:

4. Describe one personal strength you have:

5. Given that we all have some weaknesses, describe one of yours upon which you would like to improve:

6. Briefly define leadership:

A. What qualities of leadership do you possess?

B. Do your peers perceive you as an active or passive leader? Please explain:

7. What is your perception of an Orientation Leader's responsibilities?

8. When signing the orientation leader contract, you are agreeing to a commitment. Define commitment in your own words and explain how it might relate to an orientation leader position:

9. Orientation Leaders are asked to volunteer for a variety of campus endeavors, for example: assisting at ESU Open Houses, helping the Orientation and New Student Programs Office with special projects, and participating in focus groups to obtain student viewpoints on campus issues.

List below the (2) involvements to which you commit most of your time (studying, work, club name, sport name, organization name, etc.), and include a hypothetical Orientation Leader position in the list. Prioritize your list (1 = Most Time Commitment and 3 = Least Time Commitment). Indicate how many hours per week you would commit to each item on your list during any given semester.

INVOLVEMENTS

- 1. _____ (Most Time Commitment) _____ Hours Per Week
- 2. _____ (Next Most Time Commitment) _____ Hours Per Week
- 3. _____ (Least Time Commitment) _____ Hours Per Week

I understand that falsification of any information on this application will disqualify me as a candidate for the Orientation Leader position.

Signature: _____ Date: _____

Print Name _____

This completed application form, your completed weekly schedule form, and (2) letters of recommendation from faculty, administration, staff, or employers (not students) must be received by the Orientation Office, 403 Normal Street, by Monday, November 7, 2016.

ORIENTATION LEADER REFERENCE FORM



**THIS FORM MUST BE RECEIVED BY THE ORIENTATION OFFICE,
403 NORMAL STREET, BY MONDAY, NOVEMBER 7, 2016.**

APPLICANT, please complete:

Applicant's Name (Print) _____

I request that (print name of Evaluator) _____ complete this form as a reference.

Under the provision of the Family Educational Rights and Privacy Act: **(Check One)**:

I have **retained** my right to access this reference: _____

I have **waived** my right to access this reference: _____

Date: _____ Applicant's Signature: _____

Print Your Name: _____

EVALUATOR, please complete:

An Orientation Leader welcomes and provides incoming students, parents, and family members with information about University policy, programs, and services. The information these leaders offer aids in the transition to ESU. Orientation Leaders also serve as new student mentors during the first (6) weeks of the fall semester. By virtue of your relationship with the applicant, please supply important insight that might not be obtained from the application materials or the interview process.

1. Please indicate how well you know this person, and in what capacity.

2. Please make an honest appraisal of this person's abilities to work effectively on the ESU Orientation staff. Evaluate each personal quality and job related ability by placing a check mark under the rating that most accurately describes the applicant.

RATINGS:

<u>EXCELLENT</u>	<u>ABOVE AVERAGE</u>	<u>AVERAGE</u>	<u>BELOW AVERAGE</u>	<u>UNABLE TO OBSERVE</u>
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PERSONAL QUALITIES

Reliability/Dependability	_____	_____	_____	_____	_____
Maturity	_____	_____	_____	_____	_____
Flexibility/Adaptability	_____	_____	_____	_____	_____
Initiative	_____	_____	_____	_____	_____
Enthusiasm	_____	_____	_____	_____	_____
Resourcefulness	_____	_____	_____	_____	_____
Sensitivity	_____	_____	_____	_____	_____
Emotional Stability	_____	_____	_____	_____	_____
Integrity	_____	_____	_____	_____	_____
Listening Skills	_____	_____	_____	_____	_____
Sense of Humor	_____	_____	_____	_____	_____

(See Next Page)

Applicant Name _____

RATINGS:

	ABOVE		BELOW	UNABLE
<u>EXCELLENT</u>	<u>AVERAGE</u>	<u>AVERAGE</u>	<u>AVERAGE</u>	<u>TO OBSERVE</u>

JOB-RELATED ABILITIES

Trustworthy	_____	_____	_____	_____	_____
Respectful	_____	_____	_____	_____	_____
Works Well with Others	_____	_____	_____	_____	_____
Pride in Work	_____	_____	_____	_____	_____
Communicates Well	_____	_____	_____	_____	_____
Confident	_____	_____	_____	_____	_____
Prompt	_____	_____	_____	_____	_____
Assertive	_____	_____	_____	_____	_____
Demonstrates Leadership	_____	_____	_____	_____	_____
Knowledgeable of ESU	_____	_____	_____	_____	_____
Cultural Competence/Appreciation of Diversity	_____	_____	_____	_____	_____
Work Ethic/Commitment	_____	_____	_____	_____	_____

3. Based upon your knowledge of the applicant and your knowledge of the Orientation Leader position, comment on the following areas:

A. The applicant's strengths:

B. The applicant's weaknesses:

4. Would you recommend this individual for an Orientation Leader position?

- STRONGLY RECOMMEND _____
- RECOMMEND _____
- RECOMMEND WITH RESERVATIONS _____
- DO NOT RECOMMEND _____

Please Explain/Additional Comments:

Signature _____ Date _____

Name (**Please print.**) _____ Title _____

Address _____ Phone # _____

Please return to: Orientation Office, 403 Normal Street, East Stroudsburg University,
East Stroudsburg, PA 18301

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2. Please make an honest appraisal of this person's abilities to work effectively on the ESU Orientation staff. Evaluate each personal quality and job related ability by placing a check mark under the rating that most accurately describes the applicant.

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PERSONAL QUALITIES

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Emotional Stability	_____	_____	_____	_____	_____
Integrity	_____	_____	_____	_____	_____
Listening Skills	_____	_____	_____	_____	_____
Sense of Humor	_____	_____	_____	_____	_____

(See Next Page)

Applicant Name _____

RATINGS:

	<u>EXCELLENT</u>	<u>ABOVE AVERAGE</u>	<u>AVERAGE</u>	<u>BELOW AVERAGE</u>	<u>UNABLE TO OBSERVE</u>
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JOB-RELATED ABILITIES

Trustworthy	_____	_____	_____	_____	_____
Respectful	_____	_____	_____	_____	_____
Works Well with Others	_____	_____	_____	_____	_____
Pride in Work	_____	_____	_____	_____	_____
Communicates Well	_____	_____	_____	_____	_____
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- STRONGLY RECOMMEND _____
- RECOMMEND _____
- RECOMMEND WITH RESERVATIONS _____
- DO NOT RECOMMEND _____

Please Explain/Additional Comments:

Signature _____ Date _____

Name (**Please print.**) _____ Title _____

Address _____ Phone # _____

Please return to: Orientation Office, 403 Normal Street, East Stroudsburg University,
East Stroudsburg, PA 18301

THIS FORM MUST BE RECEIVED BY THE ORIENTATION OFFICE BY MONDAY, NOVEMBER 7, 2016.

My Weekly Schedule

Name: _____ Cell Phone: (_____) _____

E-mail Address _____ Local Address _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7-8							
8-9							
9-10							
10-11							
11-12							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							

Provide ALL classes, work schedules, athletic practices and contests, and ALL other obligations that are part of your schedule, for interview assignment purposes.