

O-TEAM 2009

Orientation Leader Team Application Packet

University of Houston-Downtown Orientation Leader Team will assist the Office of New Student Orientation with freshman, parent and family, and transfer orientation programs. The Office of New Student Orientation is looking for students from diverse backgrounds and programs that demonstrate excellent communication skills, leadership potential, and a love for UHD. The position requires a commitment to attend training in Spring 2009 (March – May) and to work on campus from the months of June through August and November through January.

Position Description:

Orientation leaders assist new students through the transition necessary for a successful college experience. Orientation leaders facilitate this process by providing new students and parents with an introduction to the campus and its resources, assisting students with placement testing procedures, advising and registration, while having fun and representing UHD, as peer advisors, in all aspects of their dealings with students and parents.

Orientation & University Requirements:

As a representative of the University of Houston-Downtown, you will be required to present ALL aspects of campus life honestly and without a personal bias. You must conduct yourself in a professional manner with regard to university policies.

In addition, for full consideration of the position as an Orientation Leader, you must:

- be in good academic and disciplinary standing with the University
- have and maintain an overall GPA of at least 2.0
- be reliable, punctual, energetic, responsible, flexible, collaborative, and demonstrate strong verbal communication skills
- be a team player and aid as a support mechanism for your fellow team members
- participate in training sessions during the spring semester (**if hired attendance in training is mandatory**) time and location: TBA
- be able to work on campus during the months of June – August and November – January

Training, Time Commitment, & Responsibilities:

Orientation leaders will begin weekly training sessions in the Spring 2009 semester every Friday (time and location TBA). These training sessions will provide detailed information on policies and procedures of the university, academic advising and registration, and colleges and student services information. Topics of leadership training including communication skills, group dynamics, diversity, teambuilding, etc will also be discussed during training sessions. In addition, you will assist with orientation programming and planning. **Training is essential and is mandatory for all selected OLs to attend all training sessions.**

National Orientation Directors Association (NODA) and Region IV:

We are members of the National Orientation Directors Association and assigned to Region IV which includes TX, OK, KS, MO, AR. NODA offers a number of opportunities for orientation, retention and transition staff to connect and collaborate with other orientation colleagues and to gain new skills or ideas. As a new orientation leader, you may participate in yearly regional conferences.

Compensation & Benefits:

- \$500 stipend for new orientation leaders
- T-shirts and nametags are provided – must be returned at the conclusion of the season
- Automatic membership to the Student Orientation Leader Association (SOLA)
- Attend the annual National Orientation Directors Association (NODA) conference
- Great resume builder and networking opportunities
- Improving your self-confidence, communication skills, and leadership
- Immeasurable personal rewards that come from working with and helping others

Employee Status:

During the months of May-August (summer and fall programs) and December-January (spring programs), orientation leaders are employees of the Office of New Student Orientation. Orientation Leaders follow the supervision and direction of the Manager of Admissions – Orientation.

Application Checklist & Interview Process:

Applications must be returned to the Office of New Student Orientation (Room 325 North) by Tuesday, September 30, 2008 by 5:00p.m.

Before turning in your application, make sure you have taken the following steps:

- Parts' two, three and four of your application are attached.
- You have completed the application (incomplete applications will not be considered).
- You have listed two professional references (with phone numbers) on your application.
- You have read the information from this packet and signed your application.

If you are selected for an interview, you will be notified by phone or through your e-mail to select a date when you are available to interview. Individual interviews are conducted by orientation staff members. If necessary, some students may be called for a second and final interview. It is okay for you to dress casual for your interview, but be sure to remember you are on a professional interview and to dress appropriately.

GOT QUESTIONS?

Office of New Student Orientation, Room 325 North

713-221-8022 orientation@uhd.edu

University of Houston-Downtown

O-TEAM 2008

Application of Membership

Please read the attached Orientation Leader General Information before completing this application!

Part One: Student Information

Name

Student ID Number

Home Address

Mailing Address

City, State, Zip Code

City, State, Zip Code

Home Phone Number

Alternate Phone Number

E-Mail Address

Age

Date of Birth (year is optional)

Are you employed? Yes No

If Yes, Part-Time Full-Time

Are you available to work June through August and November through January? Yes No

Part Two: School Information

Major _____ Classification _____

Overall/Current GPA _____ Intended Semester of Graduation _____

How were you admitted into the University of Houston-Downtown? Freshman Transfer

List the names of any other colleges and/or universities attended:

PLEASE ATTACH A COPY OF YOUR CLASS SCHEDULE

Part Three: Work / Organization(s) Experience

On a separate piece of paper, please provide any employment history (most recent first) and a list of your volunteer and/or co-curricular activities OR simply attach a resume. Please type your answers and **staple** them to your application.

PLEASE ATTACH A COPY OF YOUR CURRENT WORK SCHEDULE

Part Four: Supplemental Information

On a separate piece of paper, briefly answer the following questions. Please type your answers and **staple** them to your application.

- (1) Why are you interested in becoming an orientation leader? Please describe what you believe to be key roles of an orientation leader and what you can bring to the team.
- (2) If you could give advice to a prospective student about the university, what would it be, and why?
- (3) List and discuss three personal strengths.
- (4) What is the one thing you are most proud of at UHD?

Part Five: References

- (1) You are required to submit two references as part of the application process. The references' names, professional titles and phone numbers should be written below. Your references may be contacted as part of your application and interview process.
- (2) List the names, professional titles and phone numbers of your references:

Name _____

Title _____ Phone _____

Name _____

Title _____ Phone _____

I certify that the facts set forth in this application (and on the accompanying resume) are true and correct. I understand that, if hired, falsification or omission of requested information could lead to disciplinary action, including immediate dismissal. The University of Houston-Downtown does not discriminate on the basis of handicap, race, color, natural origin, religion, sex, age, or veteran status in the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations.

Signature of Applicant

Date

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Please Submit To:
Office of New Student Orientation
Room 325 North
713-221-8022
orientation@uhd.edu