

Orientation Staff 2012

APPLICATION PACKET



Application Deadlines

Team Leader (TL)	Monday, February 20, 2012
Group Discussion Leader (GDL)	Tuesday, March 20, 2012
Program Assistant (PA)	Tuesday, March 20, 2012

Applications are due to AMU 329, by 4:30 p.m. on the deadline. All applicants will be offered an interview—please indicate your preference for interview times in this application. All GDL and PA candidates will be notified of their interview time by March 28, 2011.

Interview Options

TL Interview	Sunday, March 4, 2012
GDL and PA Interviews	Saturday, March 31 or Tuesday, Apr 3, 2012



Purpose of New Student Programs

The Office of Student Development intentionally creates programming (Winter Orientation, Marquette Preview, and New Student and Family Orientation) to fulfill the following goals:

- ✓ To foster a welcoming environment in which students and their family members are introduced to the mission and core values of the Marquette community.
- ✓ To introduce students to the opportunities and responsibilities they will have as students and community members.
- ✓ To provide opportunities to meet other new students, returning students and other community members, and to begin to explore how they will fit in at Marquette.
- ✓ To provide opportunities to consider the complex transitions and changes associated with pursuing a college education and to provide programming to assist in managing these transitions and changes.

Orientation Staff Overview

Selection to be an Orientation Staff Member is an opportunity for personal and professional growth. Each year a diverse team of mature and dedicated students are selected to assist with the Marquette University Preview sessions and New Student and Family Orientation. During this experience, Orientation Staff Members serve as group facilitators, resource persons, and role models for new students and family members. There are three positions available for current Marquette students—Team Leader (20 positions), Group Discussion Leader (70 positions), and Program Assistant (10 positions). Please see below for descriptions.

Requirements

In order to be eligible to be an Orientation Staff Member, applicants must:

- Be a full-time undergraduate Marquette University student at the time of submitting his/her application and during the Fall 2012 semester.
- Be in good academic and disciplinary standing at the time of their selection and throughout New Student Programs.
- Have and maintain a minimum cumulative GPA of 2.30. GPAs are calculated as of the semester prior to selection.

Duties and Responsibilities

All Positions

- Distribute information to new students and family members about the services and opportunities available at Marquette.
- Serve as a representative of Marquette and execute all duties in a professional manner.
- Initiate and develop open communication with students and family members about Marquette.
- Attend and help motivate all new students to attend New Student Orientation events.
- Serve as an ambassador of Marquette in a variety of structured and informal formats.
- Other duties as assigned.

Team Leaders (TLs)

Marquette Preview (4 sessions)

- Lead small groups discussions and activities with 15-30 new students.
- Talk to students about different aspects of campus life.
- Perform job assignments including greeting guests, providing directions, assisting with check in, staffing of social events, and assisting with academic programs.
- Lead campus tours for parents and family members of new students.

Team Leaders (continued)

New Student and Family Orientation

- Assist with the communication, training, and teambuilding for a specific team of 3-5 Group Discussion Leaders (GDLs); serve as resource person for GDLs throughout training in August and Orientation week.
- Facilitate four small group discussions for 20-30 new students throughout the week of Orientation, including a discussion about social and transitional issues, following a performance by Marquette: On Stage.
- Staff seminars, open houses, information sessions, and social events; assist with programming as needed.
- Prepare materials for distribution to new students and their families.
- Attend and help motivate all new students to attend New Student Orientation events.

Group Discussion Leaders (GDL's)

New Student and Family Orientation

- Facilitate four small group discussions for 20-30 new students throughout the week of Orientation, including a discussion about social and transitional issues, following a performance by Marquette: On Stage.
- Staff seminars, open houses, information sessions, and social events; assist with programming as needed.
- Prepare materials for distribution to new students and their families.
- Attend and help motivate all new students to attend New Student Orientation events.

Program Assistants (PA's)

New Student and Family Orientation

- Serve as a facilitator and chaperone at all Sibling Orientation events.
- Assist with check-in procedures for new students, siblings, and family members.
- Prepare materials for distribution to new students and their families.
- Staff seminars, information sessions, and social events; assist with programming as needed.

Remuneration

Team Leaders will be paid a stipend of \$600. Payment will be made following the Marquette Preview sessions. Team Leaders may only take a maximum of one class during the first and/or second summer term. Team Leaders' course commitment cannot interfere with his/her Preview responsibility.

Group Discussion Leader and **Program Assistants** are volunteer positions. However, all staff members will receive an Orientation Staff shirt and all meals during training and the week of Orientation.

Housing

Team Leaders will be provided with housing during Preview sessions and all training sessions. Group Discussion Leaders and Program Assistants will be provided with housing during training in August.

Important Dates

March 22, March 28, April 24
Saturday, April 28
June 7-9
June 10-11
June 14-15
June 17-18
June 21-22
August 18
August 19-21
August 20-21
August 22-26

Team Leader Training Sessions (evenings)
Student Leader Training (full day)
Preview Training (Team Leaders only)
Preview Session 1 (Team Leaders only)
Preview Session 2 (Team Leaders only)
Preview Session 3 (Team Leaders only)
Preview Session 4 (Team Leaders only)
Fall Training (Team Leaders only)
Fall Training (Team Leaders and GDLs)
Fall Training (TL's, GDL's, and Program Assistants)
New Student and Family Orientation (All Staff)



ORIENTATION STAFF APPLICATION

Personal/Academic Information

First Name: _____ Last Name: _____ Preferred First Name: _____

Birthday: _____ MUID: _____ Gender: _____ E-mail: _____

Current Campus/Local Address (incl. city/state/zip): _____

Permanent (Home) Address (incl. city/state/zip): _____

Summer Address, if known (incl. city/state/zip): _____ Cell Phone: _____

Year in school: FR SO JR SR (not graduating in May 2012) Did you transfer to Marquette? (Y/N) ____

Academic College: ARSC BUS COMM EDU ENG HESC NURS

Major(s): _____ Did either of your parents or your legal guardian(s) complete a college degree? (Y/N) ____

1. For how many years have you been an Orientation Staff Member? (Not required for any position.) _____ **If you have served on Orientation Staff in the past, please provide a resume, and answer only the last set of questions below.*

2. Which position(s) are you applying for? Please circle all that you would consider—you will be interviewed for the TL position first, followed by GDL/PA positions, if you are not selected for the TL position. TL GDL PA

3. How did you hear about Orientation Staff applications? (Please circle all that apply).
Poster/flier Referred by student not on O-staff Referred by former O-staff student I received an email Facebook
Resident Assistant Through a student organization News Briefs Referred by MU Faculty or Staff
Other (please specify: _____)

Interview Preference (ALL candidates who wish to be considered for GDL and/or PA must complete this section)
Please rank the following interview dates/times in order of your preference (1 = 1st choice, through 4 = last choice). If you are unavailable for one or more interview times, please do not rank that option.

_____ Saturday, March 31, 2012 9:15 – 11:30 a.m.

_____ Saturday, March 31, 2012 12:15 – 2:30 p.m.

_____ Tuesday, April 3, 2012 3:45 – 6:00 p.m.

_____ Tuesday, April 3, 2012 6:15 – 8:30 p.m.

Resume (all applicants)

Please provide a resume (1 page or less), which outlines and explains your experiences that have prepared you to be on Orientation Staff. Please note any leadership roles as well as what year(s) you were involved.

Essay Questions

In two pages or less, answer the following questions and return your responses with the application.

Questions for non-returning staff only:

- 1) What do you hope to gain from serving on Orientation Staff?
- 2) What is the greatest challenge that you faced in transitioning to college life at Marquette? How would you help new students who are facing the same challenge?
- 3) To what communities do you belong? What are the values of those communities?
- 4) How will this position help you to use your gifts and talents to benefit others?

Questions for returning staff only:

- 1) How will you challenge yourself to greater leadership on O-staff this year?
- 2) To what communities do you belong? What are the values of those communities?
- 3) How will this position help you to use your gifts and talents to benefit others?