

First Year Programs

Orientation Leader Application 2008

Orientation Leader Training Dates:

Tuesday May 27th – Thursday, May 29th

Orientation Dates:

Session 1: May 30th – June 2nd

Catch-up days: June 3rd & 4th

Session 2: June 5th – June 8th

You must be available for all organizational meetings, training dates, and all days of the Orientation program.

Job Description:

As an Orientation Leader you will help Marist staff and faculty introduce incoming students and their parents to the opportunities, programs and services available at Marist College. The following duties are expected of an Orientation Leader:

- Participate in the training program prior to June Orientation.
- Assist in all tasks required of the Orientation program.
- Be willing and able to serve as either a student or parent leader for Orientation – this includes providing correct information as well as having good listening skills when interacting with both students and parents in addition to faculty, staff, and administrators.
- Be willing and able to assist in administrative tasks for the program including but not limited to photography, slideshow presentation, and additional tasks as assigned.
- Be comfortable interacting with parents and students individually, as well as being an active and productive member of a team.

Eligibility and Attributes:

We are looking for students in good academic standing at the end of the 2007 Fall Semester who have not committed major violations of the Marist College Code of Conduct at any time as a student.

Student Profile:

Please create a student profile, based on the following outline, to submit as part of your Orientation Leader application. This is not going to be evaluated based on format, though you are welcome to take creative liberties with the final product as long as all required information is included. Profiles should be typed and all questions must be answered completely. Answering in bullet format is acceptable and preferred. If a section does not apply, please indicate that.

Biographical Information: Provide your contact information, including name, e-mail, phone (we prefer a cell phone unless you check your residence hall voicemail on a regular basis), and residence.

Education Background: Supply your educational history, including high school experiences, as well as information about your collegiate career, thus far.

Leadership Experience: Indicate any relevant experiences that you have had that would contribute to your success as an Orientation Leader. Include membership and leadership positions in any clubs or organizations.

Work Experience: Provide us with any job experience you have had prior to this application. Indicate job responsibilities that you had that would be helpful to your position as an Orientation Leader.

Special Skills: Indicate any special skills or talents that you have. These skills can be technological, artistic, or other.

Awards: Tell us about any awards or accolades you have received, along with an explanation of the context of the honor.

References: Provide the names of two people on campus who would be willing to speak on behalf of your abilities to be an Orientation Leader.

Only students who return a completed application will be interviewed.

Application Due: Friday, February 15th 2008. Applications will be accepted until **5pm** that day.

Return in person to: Office of Student Affairs, RO 389 (next office after Housing & Residential Life)