Orientation Leader Application

2016 Orientation Leader Position Description

ROLE OF THE ORIENTATION LEADER: Orientation Leaders assist new students and their families in making successful academic, social, and personal transitions to the University of Missouri-Kansas City. As members of the campus-wide orientation team, Orientation Leaders train during the spring 2016 semester, work each orientation session the following summer, and have a role that extends into Welcome Week which supports other new student and family programs and initiatives.

DUTIES AND EXPECTATIONS: Be a resource for incoming undergraduate students and their families by assisting with the implementation of all orientation programs. Initiate and develop positive relationships and maintain open communication with a diverse population of students, families, faculty, and staff during orientation sessions and serve as a role model who is willing to share their college experience and UMKC pride. Lead discussion groups and acquaint new students and families with UMKC policies and procedures, introduce campus facilities and services, promote activities and involvement opportunities, and share information about various academic programs and resources. Engage in Welcome Week programming and provide support and staffing for various events. Perform other duties deemed necessary to the success of orientation and new student and family programs.

CHARACTERISTICS: Orientation Leaders should possess the following:

- Pride in the University of Missouri-Kansas City
- Understand and support the goals and philosophies of the Division of Student Affairs and Enrollment Management
- Strong interpersonal communication skills
- Ability to establish rapport with peers, students, parents, faculty and staff
- Ability to serve as a role model demonstrating good judgment and ethical behavior
- Ability to set a positive tone for interaction, demonstrating respect for others’ rights, feelings, identities, diverse backgrounds, and for personal and University property
- Ability to work in a team and to be flexible
- A sense of reliability, responsibility, and dedication
- Creativity and flexibility
- Ability to multi-task while providing exceptional service
- A sense of compassion for others
- Ability to deal with stress
- A sense of humor
- Ability to keep an understanding of the purpose of orientation in mind
QUALIFICATIONS:

1. Demonstrated strong communication and interpersonal skills.
2. Undergraduates must have a 2.75 or higher cumulative GPA. Graduate students must have a 3.0 or higher cumulative GPA. In addition, all candidates must be in good academic and disciplinary standing.
   *Both grades and conduct status will be verified*
3. Completed - by the end of the spring 2015 semester - a minimum of 24 credits at UMKC for undergraduate students or a minimum of 12 credits at UMKC for graduate students.
4. Available to work on all days of trainings, orientation sessions, events, and scheduled meetings which includes nights and weekends.

SALARY: TBD (paid hourly)

REPORTS TO: Events and New Student Programs Coordinator

TIME COMMITMENT: Weekly training sessions January-May; weeklong May training; all orientation sessions (dates TBD); Convocation; and other duties as assigned.

APPLICATION AND SELECTION PROCESS: To be considered for this position, candidates must submit paper Orientation Leader applications to the Welcome Center, Atterbury Student Success Center 102, by November 27th 2015 at 12:00pm. The application includes:

- Applicant information
- Activities resume
- Responses to essay questions
- Recommendation form

The Orientation Leader selection timeline is as follows:

- First Round – Applications
  o Those selected in the first round to move on to the second round will be notified via email on Wednesday, December 2nd, 2015 by 12:00pm.
- Second Round – Group Interview
  o If selected, sign up for a group interview by 5:00pm on Friday, December 4th, 2015.
  o The group interviews will be held on December 7-8, 2015.
  o Those selected in the second round to continue on to the third round will be notified via email on Wednesday, December 9th, 2015 by 12:00pm.
• Third Round – Individual Interview
  o If selected, sign up for an individual interview by 5:00pm on Thursday, December 10th, 2015.
  o Sessions for individual interviews will run on December 11th and 12th.
  o Individual interview decisions will be emailed on December 18th, 2015 by 12:00pm.

CONTACT: If you have any questions, please contact Colton Richardson via email at richardsonco@umkc.edu.
Applicant Information

First Name: ______________________________ Last Name: ______________________________

Current Address: ______________________________

Hometown: ______________________________ Student ID Number: ______________

Phone: (____) ___________________ E-mail: ____________________________________________

Year at UMKC: ___________________________ Are you a transfer student? YES NO

Cumulative GPA: _______________ Anticipated Graduation Date: ___________________________

Major(s): ________________________________________________________________

Minor(s): ________________________________________________________________

Activities Resume

Please list all the organizations, groups, and relevant work experience you have been associated with since attending UMKC or your previous institutions of higher education. If you did not hold an officer or leadership position, list “member” in the position column.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Position</th>
<th>Dates of Participation</th>
<th>Duties/Involvement</th>
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Essay Questions

Please respond to the following four questions. The answer for each question should be 250 words or less.

1. Please describe a problem or difficulty you have encountered as a college student and how you solved it. How would you use this experience in assisting new students?

2. What quality about yourself do you value most? What quality would you like to strengthen in this coming year?

3. What groups within the student body do you represent? What unique perspective of college life would you bring to the OL team?

4. In your opinion, what are the three most important topics that should be covered at orientation? Why?
RECOMMENDATION FORM

Section I is to be completed by the applicant. **Complete Section I prior to giving this form to the individual providing reference.** The evaluator can then either fax the reference to 816-235-5533, scan and email to Colton Richardson at richardsonco@umkc.edu or mail to:

Colton Richardson  
UMKC Welcome Center  
Atterbury Student Success Center 101  
5000 Holmes Street  
Kansas City, MO 64110

I. Information from the Applicant (please print)

Orientation Leader Applicant Name: ________________________________

Initial the desired response and sign below:

___ I waive my right to review this recommendation form.

___ I do not waive my right to review this recommendation form.

Applicant’s Signature: ___________________________ Date: ________________

To the evaluator: The student listed above is applying for the position of Orientation Leader at the University of Missouri-Kansas City. If chosen, this student would introduce entering students and their family members to UMKC by leading discussion groups, assisting in the implementation of orientation activities, and fostering an environment that is warm and welcoming to new students and their families. This position calls for a person with a high degree of maturity and flexibility, and one that requires significant leadership ability.

Please rate the applicant and comment on the capabilities of this individual as appropriate. Thank you for your assistance in our selection process.

Name of Reference: ____________________________________________

Email address: ____________________________________________ Phone: ____________________________

Institution or Business: ____________________________________________

Section II & III are to be completed by the individual providing the reference. I would like to thank you for completing this recommendation form. I know your time is valuable, and I appreciate your input. If you prefer, responses may be typed on a separate sheet and attached.
II. Comments of Individual Providing Reference

A. Briefly describe your relationship to the applicant including length of acquaintance.

B. Please describe the applicant’s ability to relate to and create a positive first impression for students, families, and the campus community?

C. If you have further comments about this applicant, please feel free to use the space below or attach an additional sheet.
III. Please circle a number to rate this applicant (1 being the lowest and 5 the highest). Please carefully consider each category and rate the candidate candidly.

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<th>Category</th>
<th>Needs Improvement</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Exceptional</th>
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<td>Professionalism</td>
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<td>4</td>
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___________________________________________________  _______________________
Signature of individual providing reference       Date