Orientation & Testing Services
2014-2015
Orientation Leader Application

Orientation Leader Position Description

The Office of Orientation and Testing Services is responsible for planning and implementing a comprehensive Orientation that will welcome new students and families to the Carolina Community. The Orientation Leader is responsible for the successful integration of new students into the college environment by providing guidance to these students and their families during the transition period. As a member of the Orientation team, the Orientation Leader will facilitate Orientation activities such as small group meetings and perform skits/vignettes of new student issues. The Orientation Leader is expected to demonstrate knowledge of the university, its services, and campus resources to inform new students and families. Furthermore, the Orientation Leader will serve as a role model to incoming students and represent the University of South Carolina in a positive, enthusiastic manner.

Expectations and Responsibilities

- Be available to attend and actively participate in all training and orientation sessions
  - Orientation dates (June-July, August, November, and January)
  - Orientation Leader Trainings and Workshops (January 14th – April 22nd)
  - 2014 Southeastern Regional Orientation Workshop (March 14th-16th)
- Serve 15-25 approved hours of leadership service (SLDC, Move-In, Convocation, OL Recruitment, etc.)
- Work as a team with other OLs, TLs, and Orientation professional staff
- Participate and assist with the organization, preparation, and implementation of orientation
- Respond to student and parent questions
- Assist advisors in enrolling new students in fall classes
- Assist with facilitating group discussions and activities
- Abide by and reinforce the Carolinian Creed and all University regulations
- Demonstrate the ability to be reliable, responsible, helpful, and flexible
- Demonstrate the ability to work and communicate effectively with a diverse group of people
- Exhibit a desire to learn about the university

Qualifications

In order to be considered for an Orientation Leader position, one must:

- Be a full-time undergraduate student at the University during the 2013-2014 and 2014-2015 school years
- Have and maintain good academic standing with a minimum grade point average of 3.0 (note: Freshman applicants must make a minimum of 3.0 GPA their first semester to remain eligible)
- Have and maintain good conduct standing with no outstanding judicial sanctions
- Have prior on-campus involvement at the University of South Carolina (preferred, not required)
- Complete and return two copies of the attached application by 5:00pm on October 30th, 2013 (incomplete or late applications will not be accepted)
- Have one recommendation submitted using the enclosed form; make sure to fill out your name for the recommender and apprise him or her of the deadline

Benefits and Compensation

- Serve as a mentor to incoming students
- Leadership opportunities and professional experience
Benefits and Compensation (continued)

- Free on campus housing for Intensive Training and the duration of Summer Orientation
- Meals during intensive training and Summer Orientation
- Access to the Strom Thurmond Wellness and Fitness Center during Summer Orientation
- University gear including, but not limited to, Orientation staff polos, name tags, etc.
- Stipend of approximately $2,800 (less applicable taxes)

Required Dates of Service

Disclaimer: It is important to note that Orientation will be restructuring to a 2-day Orientation model and there will be a shift in Orientation dates. *This requires your flexibility, and the dates are not all inclusive- it will change!*

- **2013**
  - December 2nd Orientation Leader Welcome and Social

- **2014**
  - Weekly Orientation Leader Training on Tuesdays from January 14th- April 22nd, 4:20-6:00pm
  - Orientation staff retreat: January 24th.-25th
  - Orientation staff workshops: dates TBD
  - One day in February 2014 for Student Leadership and Diversity Conference
  - Southeastern Regional Orientation Workshop: March 14-16th
  - Seven Day Intensive Training in June: dates TBD
  - Summer Orientation: dates TBD
    - (12-15 two-day Freshman sessions, and 4-6 Transfer sessions spread throughout June –August)
  - August Orientation: dates TBD
  - November Orientation: dates TBD

- **2015**
  - January Orientation: dates TBD

Application and Interview Process

1. Complete and sign your application and return along with your recommendation form and written responses to the Office of Orientation and Testing Services, 345 Russell House, by October 30th during regular business hours (Monday-Friday, 8:30 am - 5:00 pm). *You should submit two copies of your application and written responses, and all applications must be submitted in person* (e.g.; cannot place under door after hours or send with a friend).

2. Upon turning in an application to the Orientation Office, candidates should sign up for a first round (group) interview.

3. Following the first round interview, students who are invited to continue in the selection process will sign up for a final interview with the Orientation Leaders and professional staff. These interviews will be conducted by November 22nd and selections are expected to be made before the Thanksgiving holiday.
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DEADLINE FOR SUBMISSION: OCTOBER 30th, 2013

Full Name: _______________________________ Date: ____________

Student ID Number: ____________________ Hometown & State: ________________

Local Street Address: ________________________________

City: ___________________________ State: ___________ Zip: ______________

Phone Number: ___________________________ E-Mail Address: ____________

College and Major: ___________________________ Cumulative GPA: __________

Academic Status (check one): □ Senior □ Junior □ Sophomore □ Freshman

Check any that apply: □ Transfer Student □ Honors College □ Capstone Scholar □ Opportunity Scholar

RECOMMENDATION

Please list the name of one non-related reference (e.g.; professors, resident mentors, administrators, past or current employers, etc.) who is familiar with your work ethic/ability/character from whom you are requesting recommendation (see attached form). The reference does not have to be affiliated with the University of South Carolina.

Name ___________________________ Title/Position ___________________________ Phone Number or Email ___________________________

1.

WRITTEN RESPONSES

Please respond to the following items and return along with this application form:

1. Please supply an up-to-date resume or simply list the following: prior work experience, internships, work study, part-time or summer work, as well as your current campus activities, and awards received. You may list relative experiences and activities from high school.

2. Describe an experience you have had with serving on a team. Based on your observations, what qualities helped the team to be successful? How did you contribute to the team’s success?

3. Why do you want to be an Orientation Leader and what specific attributes will you bring to this role that will enhance the Orientation program?

4. Your application is meant to help us learn more about you. What else would you like us to know? Entertain us and be creative.

CERTIFICATION STATEMENT

My signature below indicates that I recognize that being an Orientation Leader carries both privileges and responsibilities. I hereby give permission to the Office of Orientation and Testing Services to obtain information from the Office of Student Conduct regarding any disciplinary records in my name and the Registrar to obtain my grade reports. This information will be used for the sole purposes of determining my eligibility for the Orientation Leader position. The University of South Carolina does not discriminate in educational or employment opportunities or decision for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status.

Signature ___________________________ Date ________________

Print Name ___________________________

*Please turn in two copies of your application and written responses to Office of Orientation and Testing Services

Orientation and Testing Services
1400 Greene St. Russell House University Union Suite 345
Columbia, SC 29208

Phone: 803.777.2780
Fax: 803.777.9065
Name of Applicant ________________________________________________

Name of Reference ______________________________________________

**FOR THE RECOMMENDER:** Please assist the Office of Orientation and Testing in its selections of new Orientation Leaders by providing an honest appraisal of the strengths and weaknesses of the above named student. Please complete this recommendation form, place in a sealed envelope, and sign your name across the seal. Please return the sealed envelope to the applicant to be submitted with the application. Completed applications with recommendation forms are due October 30th, 2013. Thank you for your input and cooperation!

1. How long and in what capacity have you known the applicant?

2. What are the applicant’s strengths?

3. What are the applicant’s main weaknesses?
4. Please rate the applicant in comparison to other students you have known in a similar leadership capacity:

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This student is: ___Highly Recommended ___Recommended ___Not Recommended

5. If desired please feel free to add any additional comments about the applicant.

Signature ___________________________________________ Date _____________

Name and Title ____________________________________________

Organization _____________________ Telephone Number__________

Address ___________________________________________________

☐ I would like this information to be kept confidential.