

Office of **New Student Orientation**

2018-2019

Orientation Leader Application

Orientation Leadership Position Description

The Office of New Student Orientation 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 by embodying the Carolinian Creed. The Orientation Leader not only represents themselves, but also their fellow Orientation Leaders, the Office of New Student Orientation, and the University of South Carolina in a positive, enthusiastic manner.

Expectations and Responsibilities

- Attend and actively participate in ALL training, orientation sessions, and other dates of service
- Assist with Office and University Initiatives, which includes but is not limited to events such as Convocation, Recruitment, Move-In, etc.
- Serve as a mentor and role model to incoming students
- Work as a team with other Orientation Leaders, Team Leaders, 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 classes
- Facilitate group discussions and activities
- Perform skits/vignettes/Opening Welcome to new students during Freshmen Orientation sessions
- Abide by and reinforce the Carolinian Creed, all University regulations, and state laws
- Demonstrate the ability to be reliable, responsible, helpful, and flexible
- Demonstrate the ability to work and communicate effectively with a diverse group of people
- Show respect for others, and a willingness to appreciate other's views
- 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 2017-2018 and 2018-2019 school years
- Have abided by all University policies and state laws while a student at the University of South Carolina
- Have and maintain good academic standing within your academic college
- Have and maintain good conduct standing with no outstanding judicial sanctions
- Have a 2.5 cumulative GPA (if below a 2.5, the applicant must speak with an Office of New Student Orientation staff member)
- Complete and return two copies of the attached application by 5:00pm on October 25th, 2017 (incomplete or late applications will not be accepted)
- Have one recommendation submitted using the link provided in the recommendation section of this application

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Benefits

- Serve as a mentor to incoming students
- Leadership opportunities and professional experience
- Network with university staff and fellow student leaders
- Gain knowledge of campus resources and services
- 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, T-Shirts, etc.
- Leadership stipend of approximately \$2,700 (less applicable taxes)

Required Dates of Service

Disclaimer: It is important to note that 2018 Orientation dates have not been finalized. Freshman sessions will still be a two-day model and will look very similar to last year. **This requires your flexibility, as dates are not all inclusive.**

- 2017
 - December 7th Orientation Leader Welcome and Social (not required, but encouraged)
- 2018
 - Weekly Orientation Leader Training on Tuesdays during spring semester (January 16th- April 24th, 4:20-5:50pm)
 - Orientation staff retreat: January 26th-28th
 - Orientation Staff Training Workshops: February 18th, March 4th, April 8th
 - Student Leadership and Diversity Conference: February 3rd
 - Southeastern Regional Orientation Workshop: March 15th-18th
 - Intensive Training: May 27th- June 7th (the dates of this 10 day training are subject to change pending summer orientation dates)
 - Summer Orientation: (13 two-day Freshman sessions and 5-6 Transfer sessions held in June, July, & August). 2018 Summer Orientation dates are forthcoming and will be communicated when solidified.
- 2019
 - January Orientation: dates TBD

Application and Interview Process

1. Complete and sign your **application** and return along with your **written responses** to the Office of New Student Orientation, 345 Russell House, by October 25th 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. Send the link in the recommendation section below to your recommendor. Must be completed by October 25th at 5:00pm.
3. Upon turning in an application to the Office of New Student Orientation, candidates should sign up for a **first round (group) interview**. A signup will be available in the office.
4. 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 16th and selections are expected to be made before the Thanksgiving holiday.

Office of New Student Orientation

1400 Greene St. Russell House University Union Suite 345
Columbia, SC 29208

Phone: 803.777.2780
Fax: 803.777.9065

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DEADLINE FOR SUBMISSION: OCTOBER 25th, 2017 by 5:00pm

Full Name: _____ Date: _____

Preferred Name: _____ Hometown & State: _____

VIP ID: _____ USC ID: _____

Phone Number: _____ E-Mail Address: _____

Academic 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 send this link to one non-related reference (e.g.; professors, UofSC staff members, administrators, past or current employers, etc.) who is familiar with your work ethic/ability/character from whom you are requesting recommendation: <http://bit.ly/OLrec17>

<u>Recommender Name</u>	<u>Title/Position</u>	<u>Phone Number or Email</u>
1. <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

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. What is your definition of a USC Orientation Leader? Describe what you perceive to be the role of an Orientation Leader.
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 New Student Orientation 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 purpose 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 The Office of New Student Orientation**

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