



UAF ORIENTATION LEADER RESPONSIBILITIES

Purpose:

The purpose of the UAF Orientation program is to provide services and assistance that will:

1. Assist new students and their families in their transition to life at UAF.
2. Introduce students to the wealth of UAF resources.
3. Create an atmosphere that minimizes anxiety and maximizes positive attitudes.

Role Description:

Expectations and responsibilities for Orientation Leaders include:

1. **Returning Orientation Leaders will assist with the interview process for new Orientation Leader applicants.**
2. Attend and actively participate in the Orientation Leader training program.
3. Assist with the organization, planning, and implementation of orientation activities.
4. Acquaint new students with campus services, activities, facilities, and encourage them to actively participate in the UAF environment.
5. Give informative and friendly campus tours.
6. Participate in the evaluation process of the UAF Orientation program.
7. Additional duties as assigned.

Qualifications:

The minimum qualifications for Orientation Leaders include:

1. Good academic standing (i.e. GPA of 2.0 or higher) and good disciplinary standing.
2. Relate well with students, parents, faculty and administrators.
3. Reliable, responsible, confident, flexible, willingness to help and demonstrated communication skills.
4. Express a desire to learn more about UAF.
5. Available for all training and orientation sessions.

Benefits:

There are numerous benefits to becoming an Orientation Leader:

1. Development of leadership skills.
2. Enhancement of human-relations skills, knowledge, confidence and service to others.
3. Serve as a role model while assisting in the transition and retention of new students.
4. Early move-in to the Residence Halls. (Aug. 26, 2008)
5. Meal stipend (\$100 Munch Money).
6. An exclusive Orientation Leader hoodie.
7. Make friends.
8. IT'S FUN!!

Keep this page for your records

Post This on the Fridge!

Important Dates:

Orientation Pre-meeting	Friday, April 25th
Orientation Leaders move-in	Aug 26 th
Orientation Leader training	Thursday, Aug. 28 th - Saturday, Aug. 30 th
Orientation Program	Sunday, Aug. 31 st - Wednesday, Sept. 3 rd

New This Summer! Come see our Graduate Intern from NODA! (National Orientation Director's Association):

Jeffrey Carroll is attending graduate school at Syracuse University in Syracuse, NY. He is pursuing an M.S. in Higher Education Administration. He has a B.A. in English with an emphasis in Education from Western State College of Colorado and was an Orientation Leader for two consecutive summers there. He currently works as a graduate assistant for leadership and has also been involved in his universities through his positions as a resident advisor, teaching assistant, campus ambassador and Vice President of the Student Government Association. Outside of school, he has been the music manager for KWSB college radio, a member chair for Kappa Delta Pi and was president of Wordhorde, the English performance club.

Jeffrey is very excited to be coming to UAF in May and has only been to Alaska once before. He describes himself as being organized with chaos, outspoken and always the one to lighten the mood. He even has a moustache tattooed on his finger! He loves to empower students, and to be surrounded by "locals" in a new environment. So, if you're going to be here for a while this summer, come by the office and give him a big welcome to the program for the summer.

Questions? Contact the Office of Orientation:

101 F Wood Center

orientation@uaf.edu

474-2760 or 474-1103

Or by mail at:

P.O. Box 756640

UAF

Fairbanks, AK 99775

Fax: 474-5508

UAF Returning Orientation Leader Application

Submit applications to Ginny Tschanz in 101F Wood Center

Application Due Monday, March 31, 2008.

For more information please contact orientation@uaf.edu or call 474-2760.

Personal Information:

Name _____ Birth Date _____

Do you currently live on campus? Yes No

Address _____
(street and number)

(city/state/zip)

Phone _____ SSN or STU ID _____

Preferred E-mail Address _____

Summer Information:

Address _____
(street and number)

(city/state/zip)

Phone _____

Education Information:

This fall you will be a (circle one): Freshman Sophomore Junior Senior Graduate

Cumulative G.P.A. _____ Anticipated Date of Graduation _____
(month/year)

Major _____ Did you attend UAF Orientation? Yes No

Will you be enrolled in classes for the Fall Semester, 2008? Yes No

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Are you able to fulfill all of these time commitments? Yes No

Nickname:

Orientation Leader Experience:

Hometown:

Favorite Animal:

Hobbies:

An added responsibility this year for returning orientation leaders will be interviewing new OL candidates. As a veteran OL, you offer a wealth of knowledge and experience and because of this, we are asking that each returning OL sign up to help interview at least one new applicant this year.

Interviews will be taking place April 7th through the 11th from 9 am to 4 pm daily. Please specify when you're available during these times.

This process is a valuable skill to have. It is a great asset to your future career to have the experience of being a part of the hiring process. This is just one more area of training to add to the list of qualifications you have gained as a senior OL.