



UAF ORIENTATION LEADER RESPONSIBILITIES

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Purpose:

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

1. Assist new students and their families in their transitions 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, selection, and hiring processes for new Orientation Leader applicants.
2. Attend and actively participate in all Orientation Leader training programs.
3. Assist with the organization, planning, and implementation of New Student Orientation programs and activities.
4. Acquaint new students with campus services, activities, facilities, and encourage them to actively participate in the UAF environment.
5. Give informative, friendly, and engaging campus tours.
6. Continue to interact with the incoming students through their first year at UAF; be approachable and respectful.
7. Participate in the evaluation process of the UAF New Student Orientation program.
8. 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. Be reliable, responsible, confident, flexible, willing to help, and have demonstrated communication skills.
4. Express a desire to learn more about UAF.
5. Be available for all training and New Student Orientation sessions.

Benefits:

There are numerous benefits to becoming an Orientation Leader! These include:

1. Personal, professional, and leadership development.
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.
5. \$100 Munch Money stipend for the Summer/Fall New Student Orientation program and \$50 Munch Money stipend for Winter New Student Orientation.
6. A New Student Orientation staff T-shirt and an exclusive Orientation Leader hoodie sweatshirt.
7. Make new friends.
8. Recognition for being a great leader.
9. IT'S FUN!!

UAF Returning Orientation Leader Application

Submit applications to Terin Walton-Rantz in Wood Center 101F.
Applications are due Monday, February 9, 2009, by 5:00 p.m.
For more information, please contact us at orientation@uaf.edu or 474-1103.

Personal Information:

Name _____ Birth Date _____

Do you currently live on campus? Yes No

Address _____
(street and number, PO box, or residence hall and room number)

(city/state/zip)

Phone _____ SID _____

Preferred E-mail Address _____

Summer Information:

Address _____
(street and number, PO box, or residence hall and room number)

(city/state/zip)

Phone _____

Education Information:

In Fall 2009, you will be a (circle one): Freshman Sophomore Junior Senior
Graduate

Cumulative GPA _____ Anticipated Date of Graduation _____
(month/year)

Major(s) _____ Minor(s) _____

Did you attend New Student Orientation at UAF? Yes No

Did you attend New Student Orientation at another university? Yes No

Will you be enrolled in classes for the Fall 2009 semester? Yes No

New Student Orientation Timeline:

Orientation Leader (OL) Selection Process: Interviews of new OL candidates will take place between February 9-20, 2009. There will also be a group interview with **all** OL applicants prior to February 20, 2009. *Please see note below regarding this process.*

Orientation Leader Training Seminar: There will be a five-week training seminar; OL's will choose one evening of one- to two-hour training each week. This training will run from March 23 through April 23, 2009, and will focus on personal, professional, and leadership development; group facilitation; and other key topics related to being a successful OL at UAF.

Orientation Leader early residence hall move-in: The date is not set yet, but will be during the week of August 24-28, 2009

Pre-New Student Orientation OL meeting: Saturday, August 29, 2009, time TBD

New Student Orientation program: August 30 through September 2, 2009

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

Other Information:

Nickname:

Orientation Leader Experience:

Hometown:

Favorite Animal:

Hobbies:

***Note regarding OL Selection Process:** Returning Orientation Leaders will participate in the interview and selection process for new OL candidates. As a veteran OL, you offer a wealth of knowledge and experience. These assets will be put to use with each returning OL assisting with at least one new OL applicant interview **and** the group interview. Interviews will begin on Monday, February 9 and will end no later than Friday, February 20, 2009. The group interview will take place during the week of February 15-20, 2009. We will schedule these interviews as we receive applications, and will notify returning OL's to sign up to assist.

Participating in the OL interview, selection, and hiring processes will provide you valuable skills and knowledge that will be great assets for your future professional roles. You can think of this as one more area of training which adds to the qualifications you gain as a senior OL. **Thank you for returning to our team!** ☺

Questions? Contact the Office of New Student Orientation:

Wood Center 101F
orientation@uaf.edu
474-2760 or 474-1103
Fax: 474-5508

Or by mail:
UAF New Student Orientation
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Fairbanks, AK 99775-6640