

New Student Orientation (NSO)

Orientation Assistant Position Description 2009

Position Title: Orientation Assistant (OA)

Number of Positions: 4

Time Commitment: 3 hours per week (peak time September 4th – 7th, 2009)

Supervisors: Chris Dziekan, Assistant Director – New Student Orientation
TBA, Assistant New Student Orientation Coordinator

Application Requirements: Cumulative grade point average of 2.5 or above
Must have attended one welcome week as a student
Students must be able to work during the spring semester, during the summer and during the first week of school!

Compensation: Higher level leadership experience and skill development.
\$1,000 stipend

Other: Applicants can live on or off campus; must be available to work during the Spring Semester and the summer.

Job Responsibilities:

Orientation Assistants help in the design, planning, implementation, and assessment of the New Student Orientation program. Some specific responsibilities may include:

1. Advise a NSO sub-committee and assist the sub-committee in completing its assigned projects.
2. Assist with the planning and execution of various orientation events, such as Chillin' with the Chancellor, the Life Saver table, and the Clock Tower Dance.
3. Stay in communication with the Assistant Director of New Student Orientation and the Assistant NSO Coordinator, as well as the campus-wide NSO Committee.
4. Perform all other duties as assigned by the Assistant Director of New Student Orientation and the Assistant NSO Coordinator.

Timeline:

November 20 th , 2008
• Orientation Assistant Applications Available
December 15 th , 2008
• Applications due to 213 Wilder Hall by 4pm
January 26 th – February 5 th , 2009
• OA Interviews
February 6 th , 2009
• OAs selected and all candidates informed of hiring decisions
February 9 th , 2009
• Orientation Assistant position begins

UNIVERSITY OF WISCONSIN - LA
CROSSE

New Student Orientation
ORIENTATION ASSISTANT APPLICATION
(Please type or print)

Date of Application: _____

General Information

Name: _____ Student ID #: _____
(Last, First, MI)

Local Address: _____ Phone: _____

Permanent Address: _____ Phone: _____
(Street Address)

(City, State, Zip) Gender: ___ Male ___ Female

Academic Major: _____ Date of Graduation: _____

Class Standing: ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Graduate

Semesters Lived On-campus _____

<u>Other Colleges/Universities Attended</u>	<u>Dates Attended</u>
1. _____	_____
2. _____	_____

Total Credits Completed: _____ Previous Semester GPA: _____ Cumulative GPA: _____

New Student Experience (list any experience you've had working with new students on campus)

Brief Description	Dates
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Employment Experiences

List Previous and/or Present Work Experiences:

Employer	Type of Work	Dates of Employment

Do you have web design/development experience? Yes No (Please check one)

Please list other applicable skills: _____

References

List three individuals who would be willing to answer questions about you in a short phone call:

Name	Title	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Questions to Answer

Please type your responses to the following questions on a separate page (2 page maximum) and attach your completed answers to the application form.

1. Describe extracurricular activities, classes, leadership experiences or volunteer work in which you have been involved. Discuss how these experiences will help you work with the New Student Orientation program.
2. Describe any personal characteristics and values you possess that make you qualified to be an Orientation Assistant.
3. What factors are needed to create a welcoming, inclusive community for incoming students?

4. Think about your first week at UW-L. What were some of your needs as an incoming student and how were those needs met or not met?

Critical Thinking about the New Student Experience

Read the case studies below. Pick one and on a separate sheet, type a few paragraphs telling us how you would handle this situation as an Orientation Assistant.

You're working with the other three Orientation Assistants on a project and one of the members isn't pulling their weight. The uneven workload is creating a divide in the group and tensions are growing. How do you approach the situation?

Or

You've just arrived at the New Student Carnival and you see a student standing by herself, crying. You ask the student if she's ok and she replies that she's already homesick and can't stand her new roommate. How do you help ease the student's concerns?

Or

You are working with the student group planning the New Student Carnival. The group is coming up with some great ideas but no one seems to be stepping up to take ownership of the tasks. How do you handle this situation?

To the best of my knowledge, the information on this application is complete and honest. My signature also indicates that I understand that a minimum GPA of 2.5 is required in order to be considered as an applicant for this position. I hereby give the New Student Orientation program permission to verify my GPA.

(Signature)

(Date)

Please return this completed application to the Office of Residence Life in 213 Wilder Hall by December 15th, 2008 by 4p.m.

Questions regarding the application process can be directed to the Assistant Director of the New Student Orientation program:

Chris Dziekan
E-mail: dziekan.chri@uwlax.edu
Phone: 608-785-8079