



2010 Orientation Leader Information & Application Packet

Join us in welcoming new students to Alfred State College!

Thanks for expressing your interest in the Orientation Team. The orientation program is looking forward to an exciting year filled with memorable experiences. We need your help in welcoming and motivating new students and their families during new student orientation programs this summer! New student orientations are Alfred State College's official orientation and registration programs. During the summer of 2010, there will be six orientations sessions as well as three overnight sessions. These dates are: July 12, July 14, July 16, July 19, July 21 and July 23. The overnights are July 11, July 15, and July 18.

What is the Orientation Team?

The Orientation Team is a group of students hired and trained to be responsible for coordinating/staffing New Student Orientation, Community Service, and Welcome Week: Alfred State College's official Week of Welcome. The emphasis of an Orientation Leader is meeting and greeting every new student, helping facilitate the answer to all their questions about Alfred State College.

What will I do as an Orientation Leader?

As an Orientation Leader, you will have the opportunity to meet new students and their families and welcome them to ASC. An OL does this by actively participating in showing new students and their families the Alfred State College campus, engaging in meaningful conversations with new students at meals and in smaller insight groups, and selflessly serving to ignite a passion for Alfred State College in each new student.

- ❖ **Positions available:**
7-10 OL positions available

What is an Orientation Leader?

An Orientation Leader (OL) is a student representative who assists in a variety of programs that help new students transition to college life. Orientation Leaders seek to create an atmosphere that minimizes anxiety, promotes positive attitude, and stimulates excitement for learning and involvement within our community.

How do I become an Orientation Leader?

The criteria for selecting Orientation Leaders includes your application, personal qualifications, reference forms, your personal and group interviews, and a sincere interest in making a positive difference in the life of new students and their families.

- ❖ **Application and two reference forms are due by 4 p.m. on Friday, Nov. 27, 2009 in the Office of Student Activities & Orientation. One reference must be by a member of the College faculty or staff.**

The mission of the Orientation Team is to continually connect new students to Alfred State College by personally supporting, serving, and using all available resources to help ease the transition for them and their families.

Orientation Leader Requirements

- Uphold the reputation and mission of the Orientation Team.
- Maintain a 2.0 GPA semester and cumulative, thus remaining in good standing with the College.
- Attend required general meetings held once a week during the spring semester
- Attend required Orientation Leader Retreat/leadership programs/trainings/conference in the spring.
- Periodically throughout the summer, OLs may be assigned temporary duties in other offices campus-wide.
- Fulfill all of the summer and fall program requirements as set forth by the guidelines. Program requirements are spread through six summer orientations and Fall 2010 Welcome Week.
- Must be free and clear of all serious judicial offences as designated by the Associate Dean of Judicial Affairs.
- Must be attending ASC in the Fall of 2010.

Additional Items:

- OLs are paid \$8 an hour for 12 weeks over the summertime.
- Time off is available; however, this job must be a priority and time off during July or late August is unlikely.

New Student Conference Programs

Check – In: OLs welcome new students and families to New Student Orientations by greeting them, checking them into the orientation, distributing orientation materials, and answering any questions.

Tours: OLs give a walking tour of campus to small groups. Tours help acquaint new students and families with campus by sharing traditions, spirit, and the locations of important buildings on campus.

CDH Luncheon & Insight Groups: OLs enjoy a relaxed lunch with new students and their families. Following lunch (or the night before), OLs and new students meet in small groups allowing OLs to answer new students' questions about college life and Alfred State experiences.

Icebreakers: During July and Welcome Week, new students interact socially with their classmates by playing group games, meeting a variety of campus-wide resources and engaging in icebreakers as an incoming class, and participating in a community service project.

Parent Track: OLs serve as a resource for new student families by helping them feel comfortable and welcome

during their New Student Orientation. OLs eat lunch with the families, participate in small groups, and answer any questions from new student family members.

Welcome Week: OLs participate in Welcome Week by hosting a variety of social and educational programming prior to the start of classes to welcome new and returning students to Alfred State College.

Community Service: OLs participate in a day of service to the community of Alfred with new students. This helps build community among our students, OLs, and residents in the surrounding community.

Parents 101: An unscripted panel of diverse OLs answers questions pertaining to all aspects of new student life before an audience of families during the parent track program.

ASC Experience: OLs co-facilitate and/or perform vignettes/skits that portray various social issues facing college students. The ASC Experience demonstrates how respect for yourself and others influences decision making as a new member of the ASC community.

Important OL Selection Dates for Applicants

Round 1: Group interview

- Date: Tuesday, Dec. 1, 2009
- Time: 7 p.m.
- Location: Orvis Activities Center (auditorium)

Round 2: Individual interviews

- Dates: Interviews conducted between Wednesday and Friday, Dec. 2-4, 2009
- Time: By individual appointment (sign up at group interview)
- Location: Orvis Activities Center (conference room)

Application and two reference forms due by 4 p.m. on Friday, Nov. 27, 2009



2010 Orientation Leader Application
 Applications due: Fri., Nov. 27, 2009, by 4 p.m.
 Return to: Office of Student Activities & Orientation

Please Print or Type

Name:		College ID: 800 -	
Current mailing (college) address:			
City:		State:	Zip:
Phone:	Cell phone:	E-mail:	
Permanent mailing address:			
City:		State:	Zip:
		Phone:	
Expected date of graduation:		Curriculum:	
Class status:	Birth date:	Hometown:	
Cumulative GPA: Last semester's GPA:		Attending ASC in fall 2010?	
(2.0 GPA is required)		<input type="checkbox"/> Yes <input type="checkbox"/> No If no, where?	
Currently living: <input type="checkbox"/> On Campus <input type="checkbox"/> Off Campus		Entered ASC as a: <input type="checkbox"/> Freshman <input type="checkbox"/> Transfer	
T-shirt size: <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> 2XL <input type="checkbox"/> 3XL		Polo size: <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> 2XL <input type="checkbox"/> 3XL	
Are you a returning OL? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, then when were you an OL?	
During summer 2010, do you plan to (Check all that apply)			
<input type="checkbox"/> Enroll SS1 <input type="checkbox"/> Enroll SS2 for credit hours <input type="checkbox"/> Work for hours/week			
Have you ever been expelled and/or dismissed from a college for disciplinary reasons? <input type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about the Orientation Team?(please check all that apply) <input type="checkbox"/> Other _____			
<input type="checkbox"/> Student announce	<input type="checkbox"/> Meetings	<input type="checkbox"/> Fliers	<input type="checkbox"/> Friends
<input type="checkbox"/> Open house	<input type="checkbox"/> Information tables	<input type="checkbox"/> Nominated	<input type="checkbox"/> Sandwich boards
Additional involvement:		Position held	
High school, campus, or community organization			
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	

Application Questions

Please complete on a separate page and attach to your application.

1. What attracted you to the Orientation Team, and what strengths do you have that you will contribute to the organization?
2. Define responsibility in your own words. How do you personify responsibility?
3. From your experiences as a college student, what advice would you provide for a new student to make their transition to Alfred State College smoother?
4. Describe your personality on one sheet of 8.5" x 11" paper in either collage or essay form. BE CREATIVE!

Application Agreement

I understand that if I am selected as a 2010 Orientation Leader, I am being chosen from a large pool of applicants and that the Orientation Team is counting on me to show a great deal of Alfred State spirit and commitment to new students and their families.

By signing and submitting this application, I agree to the Orientation Leader standards and objectives outlined on the application. I also authorize the Director of Student Activities and Orientation to check my grades each semester that I participate in the Orientation Team. I also agree to accept possible dismissal from the Orientation Team for having more than three unexcused absences, failing to comply with any of the Orientation Leader requirements and responsibilities as stated in this application, or failing to represent and uphold the reputation of the Orientation Team.

(Signature)

(Please print name)

(Date)

The Orientation Team is committed to enhancing the awareness of diversity at Alfred State College. Discrimination and/or harassment based on age, gender, disabilities, national origin, race, religion, sexual orientation, or any other subgroup with the college community is unacceptable to this organization.

“As an Orientation Leader, we want to establish ourselves for the purpose of fostering personal development, decision making, recruitment, and team building. As a team we will strive to make a positive impact on all we meet, have fun doing it, and committing ourselves to playing one heck of an icebreaker!”

-2007 Orientation Team



2010 Orientation Team

Applicant Reference Form

This form is also available online at the bottom of this page:
www.alfredstate.edu/orientation/meet-the-orientation-leaders.
 It is page 5 and 6 of the Orientation Leader Application.

Name of applicant:	
Name of person providing reference:	
Position/Title:	
Address:	Phone:
E-mail address:	
Relationship to applicant*:	
How long have you known this applicant?	

***This reference form may be completed by one of the following:**

1. ASC faculty/staff (at least one reference must be from this category)
2. Upperclassman student leader of an organization you have been a part of
3. Resident assistant
4. Employer (past or present)
5. High school teacher/staff
6. Community or church leader

Your name has been given as a reference by the applicant listed above, who is applying to join the Orientation Team. These positions are vital to the New Student Orientations and Welcome Week held at Alfred State College each year. New Student Orientations offer new students and their families a combination of college orientation, academic advisement, and registration activities to ensure a smooth and positive transition to the college.

As a member of the Orientation Team, these student leaders have the opportunity to assist in welcoming new students and their families to Alfred State College. They assist with a variety of programs not only at the New Student Orientations, but also at Welcome Week: Alfred State College’s Week of Welcome. Orientation Leaders seek to create an environment that minimizes anxiety, promotes positive attitudes, and stimulates excitement for learning in all new students. These very special students must be able to communicate well with others and demonstrate a sincere desire to volunteer time and effort in helping new students adjust to college life.

We would appreciate your cooperation in completing this reference form; feel free to attach pages if necessary. This position calls for a person with a high degree of maturity and flexibility, and one who has exhibited leadership ability. Please respond candidly while offering your personal knowledge and insight about the candidate. Your responses will not be shared with the applicant.

Please rate the applicant on the following characteristics based on the scale provided below:

5=excellent 4=above average 3=average 2=below average 1=poor N/A=not applicable

- _____ Positive commitment to Alfred State College
- _____ Effective communication and interpersonal skills
- _____ Scholastic achievement
- _____ Potential for leadership development
- _____ Integrity
- _____ Ability to work effectively with others (including faculty, staff, and students)
- _____ Awareness of and support for diversity on campus

_____ Ability to meet commitments/follow-through on projects

Please briefly answer the following questions: (attach additional pages as needed)

Cooperation and Ability to Work with Groups:

Please address this applicant's attitude and ability to work with others. Is he/she receptive to suggestions and criticism?

Responsibility:

Please address the degree to which this person is dependable, prompt, and conscientious.

Motivation and Initiative:

Please discuss how this applicant motivates others, and is a self-starter or initiator.

Sensitivity:

Please comment on this applicant's openness to diverse populations. How has the applicant shown the capacity to be an appropriate role model in this area?

Interpersonal Relationships and Professionalism:

Please address the applicant's ability to relate and create a positive and professional environment for students, their families, faculty, and administrators. How has the applicant shown the capacity to be an appropriate role model in this area?

Would you place this applicant in a position of leadership over other students?

Yes No With hesitation, why? _____

I certify, to the best of my ability, that all information stated above is accurate.

Initials: _____ **Date:** _____

Please return this reference form to the Department of Student Activities and Orientation (Orvis) in a sealed envelope with your signature across the seal, or feel free to e-mail or fax this form to the Student Activities & Orientation Office. If sent via e-mail, this form must be sent from the reference's e-mail address. Fax: (607) 587-3225 or e-mail to peaveysc@alfredstate.edu.

References are due in the Student Activities & Orientation Office (Orvis Activities Center) by 4 p.m. on Friday, Nov. 27, 2009.

Please feel free to direct any questions about this position to Spencer Peavey, ext. 4078 (peaveysc@alfredstate.edu)