



# Orientation Leader Application

## Position Description

Orientation Leaders are unpaid student volunteers who assist the Office of Orientation and New Student Programs in the operation of New Student Orientation and Student Orientation & Registration Days as well as other ONSP programs. The average time commitment for OLs is 8-10 hours per session to ensure the success of orientation. The minimum expectations and responsibilities for OLs include, but are not limited to:

- Working with a team of orientation leaders and professional staff during orientation
- Assist with the organization, planning and implementation of orientation activities
- Serve as a mentor to new students during and after orientation
- Assist in logistics such as check in, resource fairs, tours, setup, presentations, greeting, etc.
- Respond to student and parent questions about UHCL and campus services
- Facilitate small group discussions among incoming students

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## REQUIREMENTS

**All students** are eligible if they meet the following requirements:

- 2.5 GPA and in good standing with the university
- Enrolled in classes through Spring 2016
- Work at least 7 orientation sessions total for Summer & Spring Orientation
- Attend mandatory retreat weekend
  - o **April 17-19, 2015**
- Attend two mandatory workshops a semester
- If selected, it is a requirement to attend a scheduled interview for the selection process. Interviews will be held during the weeks of February 23- March 12

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I AGREE TO THE ABOVE REQUIREMENTS AND WILL ATTEND AT LEAST SEVEN ORIENTATION SESSIONS, AND ALL TRAININGS. I ALSO AGREE TO ALLOW THE OFFICE OF ORIENTATION AND NEW STUDENT PROGRAMS TO REVIEW MY GPA AND UNIVERSITY STANDING.

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SIGNATURE

DATE

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## PERSONAL INFORMATION

LAST NAME:

FIRST NAME:

ID #:

GENDER:

INTERNATIONAL:      Yes      No

EMAIL ADDRESS:

PHONE:

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CLASSIFICATION:

FRESHMAN

SCHOOL:

SOE

SOPHOMORE

SCE

JUNIOR

HSH

SENIOR

BUS

GRAD

ACADEMIC MAJOR:

TSHIRT SIZE:

POLO SIZE:

EXPECTED  
GRADUATION  
DATE:

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## **DEADLINE FOR APPLICATIONS: FRIDAY, FEBRUARY 20 AT MIDNIGHT**

*It is required for all applicants to turn in the following form, work AT LEAST SEVEN orientation sessions, attend ALL mandatory trainings and workshops, and if selected you will be invited to attend an interview. If you cannot meet these requirements your application will not be considered.*

Please check which of the following sessions you would like to work. You must work at least 7 sessions, and they will last a full work day.

Session:

Thursday, May 21

Friday, June 12

Friday, June 19

Saturday, June 27

Tuesday, June 30

Friday, July 10

Thursday, July 16

Saturday, July 18th

Tuesday, July 21

Saturday, August 15

Tuesday, August 18th

Session #1 Spring 2016

Session #2 Spring 2016

Session #3 Spring 2016

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1.) What makes you an ideal Orientation Leader candidate?

2.) What skills will you bring to the orientation team?

3.) Please list previous work, involvement and/or volunteer experience.

4.) What new ideas or changes would you suggest for orientation?

5.) What is your favorite part of UHCL?

6.) What would your personal goals be if you were selected as an Orientation Leader?

7.) How do you think the OL position will benefit you?