2012

Orientation Leader Application
Orientation Leader Application

General Information

Name: ___________________________________________ RAM ID #: _________________________________
(first) (last)

Farmingdale E-Mail Address: ____________________________________________________________

Residence Hall Room # (If Applicable): ____________________________________________________

Cell Phone Number: __________________________________________________________________________

Home (or summer) Address: __________________________________________________________________________
(street) (city) (state) (zip code)

Home (or summer) Phone Number: __________________________________________________________

Current Major: __________________________ Minor (If Applicable): __________________________

Previous Major(s)/Minor(s): ____________________________________________________________________

Class Year in Fall 2012: __________________________ Cumulative GPA: __________________________

Are you a transfer student? ________________ If yes, transferred from: __________________________

Please list any clubs, organizations, jobs, or activities you have been involved with outside of the classroom as a Farmingdale State College student:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Reference

Please list the name and title of a person who will be a reference for you regarding your qualifications for this position.

Name: ___________________________________________ Title: __________________________

Phone: __________________________ Relationship to you: __________________________

E-Mail Address: ___________________________________________

(over)
Verification of Information

I have read and understood the Orientation Leader position description and responsibilities. I further understand that I will not be allowed to enroll in summer school sessions or schedule any other employment during May 13th, 2012 – August 26th, 2012 that would conflict with the Orientation schedule, unless approved by the Orientation Coordinators. I affirm that the information which I have provided on this application form and all other application materials for the position of Orientation Leader are complete, accurate, and true to the best of my knowledge. I give the Orientation Administrators permission to check my academic and disciplinary standing.

Signature: ________________________________ Date: __________

My preferred T-shirt size is:
(Male Shirt Style) S M L XL XXL OTHER: ______
(Female Shirt Style) S M L XL XXL OTHER: ______

( NOTE: This question is not used for staff selection purposes)

OL Application Deadline is
Wednesday, April 18, 2012 at 4:30 pm

Questions? Please contact:
Russell C. Patterson, Student Activities Associate, Student Activities Office
Roosevelt Hall, Room 113 * Phone: 631-420-2103 * Email: Russell.Patterson@farmingdale.edu
On this form, you will find the most common questions new students may ask about their individual major. You are to answer these questions about your individual major as honestly as possible. Remember, these questions are worded rather tricky, and as such, you will need to think about how you would respond to such a question if asked by a new student to the college. Remember…there are certain ways to address a “negative response”, you want to be positive in all your answers and you also don’t want to scare or intimidate the new student, however, you want to be honest.

Major: __________________________________________

Positive Things About the Major: ________________________________________________________________

______________________________________________________________________________________________

Negative Things About the Major: ________________________________________________________________

______________________________________________________________________________________________

Best Teachers (and Why): ______________________________________________________________

______________________________________________________________________________________________

Most Difficult Teachers (and Why): ______________________________________________________________

______________________________________________________________________________________________

Best Classes to Take (and Why): ______________________________________________________________

______________________________________________________________________________________________

Most Difficult Classes to Take (and Why): __________________________________________________________

______________________________________________________________________________________________

Most Boring Part(s) About the Major: ______________________________________________________________

______________________________________________________________________________________________

AVERAGE SEMESTER PRICE FOR BOOKS: __________________________________________________________

Any Other Advice You Would Like to Share About the Major:

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

You Can Use the Back of This Sheet For More Information If Needed.
Position Description
- OLs play a vital role in helping new students adjust to our campus and community by creating a welcoming and informative environment.
- OLs serve as a resource and reference for student questions related to curriculum, academic procedures, college policies, social adjustment, and campus resources.
- OLs assist in the preparation of Orientation activities and materials.
- OLs assist with implementing the Summer Orientation program throughout the months of June, July & August.
- OLs assist with other Orientation activities throughout the months of September-January.
- OLs are knowledgeable about the campus, act as role models, are leaders, and serve as representatives of Farmingdale State College.
- OLs work collaboratively with a team of other OLs, Coordinators of Orientation, and the Administrative staff.

Job Responsibilities
- Participate in OL training on college policies, educational requirements and services, team building and leadership development.
- Assist with general administrative preparations as needed, before, during, and after each session.
- Facilitate large and small group discussions on college life, academics and degree requirements for graduation.
- Help new students feel comfortable by being responsive to and aware of their needs and concerns.
- Build working relationships with faculty, staff and administrators on campus.

Hiring Criteria
Preference will be given to candidates who meet the following preferred qualifications:
- Farmingdale State College undergraduate who will be attending Farmingdale State College in the Fall of 2012.
- Have a cumulative grade point average of at least 2.50.
- In good judicial standing (no current judicial sanctions).
- Evidence of outgoing personality and co-curricular involvement.
- Ability to maintain a positive and flexible attitude.
- Desire to work with students, faculty, and staff.

Time Commitment and Expectations
- Will be required to work all Orientation programs over the summer.
- Job includes long days, evenings and possible overnights.
- Will be required to work some weekends during the Orientation time period.
- Will be required to work additional programs & events after the initial summer Orientation programs (Until 1/31/13).
- Will not be allowed to enroll in Summer Session classes or hold additional employment during the summer that would conflict with the Orientation Schedule, unless approved by the Orientation Coordinators.
- Maintain a positive attitude toward Farmingdale State College, college policies, professors, administrators, etc.

Compensation and Benefits
- Orientation Leaders will receive a stipend paid in installments over Orientation time period.
- Partial meals during training and while Orientation is in session.
- Orientation staff shirt.
- Leadership experience and effective communication skills.
- Opportunity to develop important relationships with peers, new students, faculty, and staff.
- Summer on-campus residency spaces available on a limited basis

(over)
Selection Process

The Orientation Leader (OL) staff selection process consists of a thorough review of materials (application, academic standing, judicial standing, recommendation, and interviews) for each applicant. All applicants are required to complete an individual interview. The Individual Interviews for all applicants will take place on Friday, April 20th, 2012.

Application Materials

Along with this fact sheet and timeline, you will find:
- Orientation Leader Application
- Identify One Reference
- Academic Major “Fact Sheet”

Completed Applications

OL Application deadline: Wednesday, April 18th, 2012 by 4:30pm to the Student Activities Office (Roosevelt Hall Room 116)

Your application will be complete when the Student Activities Office receives the following:
- Orientation Leader Application (including the reference).
- Academic Major “Fact Sheet”

Once your application is complete, you will be required to participate in an individual interview, which will take place on Friday, April 20th, 2012.

Summer 2012 Program Dates

Orientation Leader Training Retreat: Late May-Mid June (Specific dates are still T.B.D.)
OL Teambuilding Training(s): T.B.D.
Non-Traditional & Transfer Orientation Dates: June 30 & August 1
Make-Up Program Dates: July 19-20, August 2-3 & August 24
First Year (Freshmen) 2-Day Orientations: July 10-11, July 17-18, July 24-25, July 31-August 1

*Please note that above schedule may be subject to change*

Please keep this sheet for your reference.

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Roosevelt Hall, Room 113 * Phone: 631-420-2103 * Email: Russell.Patterson@farmingdale.edu
2012 NEW STUDENT ORIENTATION SCHEDULE

MANDATORY OL TRAINING

Late May-Mid June (Specific Dates still T.B.D.) OL Training/Leadership Retreat
Wednesday, June 13th OL Packing Night
Sunday, June 24th OL Summer Start-Up
TBD OL Teambuilding Event
TBD OL Teambuilding Event

ORIENTATION PROGRAMS

Saturday, June 30th Non-Trad/Transfer Orientation
Tuesday, July 10th – Wednesday, July 11th Freshmen (2-Day) Orientation
Tuesday, July 17th – Wednesday, July 18th Freshmen (2-Day) Orientation
Thursday, July 19th – Friday, July 20th (If Needed) Make-Up Freshmen Orientation
Tuesday, July 24th – Wednesday, July 25th Freshmen (2-Day) Orientation
Tuesday, July 31st – Wednesday, August 1st Freshmen (2-Day) Orientation
Thursday, August 2nd – Friday, August 3rd (If Needed) Make-Up Freshmen Orientation
Wednesday, August 1st (Evening) Non-Trad/Transfer Orientation
Wednesday, August 24th Make-Up Orientation

ADDITIONAL OL WORK

Monday, August 27th-Thursday, August 31st Student Affairs Welcome Tent
Fall 2012 (Specific dates are still TBD) Compliance Orientation Sessions
Sunday, November 4th Open House
January 2013 (Specific dates are still TBD) January New Student Orientation
January 2013 (Specific dates are still TBD) Compliance Orientation Sessions