**Orientation Leader**

**Fact Sheet and Timeline**

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**Requirements**

**Qualifications:** A minimum cumulative GPA of 2.5 or higher. Previous leadership and co-curricular involvement in college and/or high school is required.

A successful candidate will possess the following:

- Ability to maintain a positive attitude focused on the mission of the orientation program.
- Willingness to enforce policies and procedures as outlined in the Farmingdale State College Student Handbook.
- Critical thinking skills, and the ability to analyze, reflect, and act.
- A desire to work with students, faculty, and staff members.
- Good interpersonal, management and conflict resolution skills.
- Excellent oral communications skills.
- At least 15 completed credits at Farmingdale State College.

**Preferred Qualifications:**

- A minimum cumulative GPA of a 2.75 or higher.
- Good judicial standing at Farmingdale State College.

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**Time Commitment and Expectations**

- Commitment for the entire Orientation season.
- 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 season.
- Summer intersession classes or work must be disclosed and approved, if selected.

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**Compensation and Benefits**

- Orientation Leaders will receive a stipend paid in installments over Orientation time period.
- Partial meals during training and during Orientation programs.
- Orientation staff shirt.
### Selection Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Monday, March 9</td>
<td>OL Applications Released</td>
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<tr>
<td>Thursday, March 12 @ 3:05 pm</td>
<td>OL Informational Meeting(s)</td>
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<tr>
<td>Tuesday, March 24 @ 3:05 pm</td>
<td>OL Informational Meeting(s)</td>
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<tr>
<td><strong>Friday, March 27 by 5 pm</strong></td>
<td>OL Application Deadline due to Dean of Students Office</td>
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<tr>
<td></td>
<td>Laffin Hall Room 314</td>
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<tr>
<td>Monday, March 23- Thursday, April 2</td>
<td>Individual Interviews</td>
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<tr>
<td>Friday, April 10</td>
<td>Group Interviews</td>
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<tr>
<td>Monday, April 20</td>
<td>Decision Letters Mailed Out</td>
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<tr>
<td>Monday, April 27</td>
<td>Position Confirmation Due to Dean of Students Office</td>
</tr>
<tr>
<td>Week of May 18</td>
<td>Summer 2015 OL Staff Welcome Meeting</td>
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</tbody>
</table>

### Completed Applications

**OL Application deadline: Friday March 27 by 5 pm**

Your application will be complete when the Dean of Students Office receives the following:

- Orientation Leader Application including:
  - Typed answers to the Thoughts and Opinions Questions.
  - Complete Resume.
  - Copy of your Unofficial Transcript.
- One recommendation from a Farmingdale State College faculty or staff member.

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**OL Application Deadline is**

**Friday, March 27 by 5 PM**

**Dean of Students Office in Laffin Hall, Room 314**

**Questions? Please contact:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email Address</th>
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</thead>
<tbody>
<tr>
<td>Frank Rampello</td>
<td>(631) 420-2104</td>
<td><a href="mailto:Frank.Rampello@Farmingdale.edu">Frank.Rampello@Farmingdale.edu</a></td>
</tr>
<tr>
<td>Laura McMullin</td>
<td>631-420-2104</td>
<td><a href="mailto:Laura.McMullin@Farmingdale.edu">Laura.McMullin@Farmingdale.edu</a></td>
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</tbody>
</table>
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 2015: ___________________ 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:
____________________________________________________________________________________
____________________________________________________________________________________

Please list any summer employment/school/travel plans:
____________________________________________________________________________________
____________________________________________________________________________________

Recommendation

Please list the name and title of the faculty or professional staff member (not undergraduate students) who will be submitting the recommendation form. Please provide this individual with the attached recommendation form and inform them of the March 27, 2015 application deadline.

Name: ___________________________________________ Title: _________________________________

Phone: ___________________________ Relationship to you: _________________________________
Thoughts and Opinions

Answer the following questions and attach your typed responses to this application form:

1. What interests you about being an Orientation Leader (OL)?

2. What was your most significant experience (positive or negative) as a new student at Farmingdale State College? What did you learn from that experience and how would you relate that to new students?

3. Why do you think students should attend the Farmingdale State College Orientation program?

Verification of Information

I have read and understood the Orientation Leader position description and responsibilities. I further understand that I must disclose any additional commitments that could conflict with the orientation employment schedule during June 2015 – August 2015. 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: __________

INCOMPLETE AND UNSIGNED APPLICATIONS WILL NOT BE REVIEWED.
Applicant Name: _____________________________________________________________________________________

(first) (last)

Candidate only:
One recommendation form is required to complete your application and must be returned directly to the Dean of Students Office in Laffin Hall, Room 314, no later than 5:00pm on Friday, March 27th for your application to be considered. Under the provisions of The Family Education Rights and Privacy Act which provides students with the right of access to this reference letter, please check one of the following:

☐ I retain my right to review and access this recommendation.

☐ I waive my right to review and access this recommendation.

Applicant Signature: _____________________________________________________ Date: ________________________

To the Evaluator: The student listed above is applying for the position of Orientation Leader at Farmingdale State College. If chosen, this student will work with our summer Orientation program helping new students learn about and adjust to the Farmingdale State College community. Please comment on the capabilities of this individual based on your interactions. Thank you for your assistance in our selection process. If you would like to complete this process online please email Frank.Rampello@farmingdale.edu or Laura.McMullin@farmingdale.edu for an electronic version of this form.

Name of Reference: __________________________________________________________________________________

E-Mail: ________________________________________________________ Phone Number: ____________________

Position/Title: _______________________________________________________________________________________

How long have you known the applicant? ____________ In what capacity do you know the applicant? _________________

Please identify the level at which the applicant has performed the qualities listed below according to the scale provided:

<table>
<thead>
<tr>
<th>Skill</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>No basis for judgment</th>
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<tbody>
<tr>
<td>Communication Skills</td>
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<td>Reliability/Responsibility</td>
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<td>Self-Confidence</td>
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<td>Adaptability/Flexibility</td>
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<td>Maturity</td>
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<td>Leadership Potential</td>
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<td>Attitude</td>
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<td>Cooperation with Others</td>
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<td>Receptive to Differences</td>
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Please answer the following questions on a separate, typed sheet of paper:

1) Please list those personal characteristics you believe this candidate possesses that would be beneficial to the Orientation program.

2) Please list anything that you believe may affect this candidate’s ability to be a successful Orientation Leader.

3) Please provide any additional information on the applicant’s abilities and potential to succeed in this position.
Based on your knowledge of the applicant, as well as the type of position for which s/he is applying, please indicate your overall recommendation of how this person will function in this position:

☐ Recommend Highly  ☐ Recommend  ☐ Recommend with Reservations  ☐ Not Recommend

Recommender’s Signature: ___________________________ Date: __________________

Revised 3/15
2015 NEW STUDENT ORIENTATION SCHEDULE

OL TRAINING – Dates Subject to Change

Monday, June 8th—Wednesday, June 17th .............................................. OL Training

*An off campus overnight leadership retreat will fall within this time period.

Thursday, June 25th .................................................................................... OL Packing Day

*Additional Packing Days will be scheduled throughout July.

July 2015 ........................................................................................................ OL Teambuilding Days

*Several additional OL training activities will take place during the month of July. Dates and times have yet to be determined.

ORIENTATION PROGRAMS – Dates Subject to Change

Saturday, June 27th ...................................................................................... Non-Traditional/Transfer Orientation

Tuesday, August 11th ................................................................................... Freshmen Orientation

Thursday, August 13th .................................................................................. Freshmen Orientation

Tuesday, August 18th ................................................................................... Freshmen Orientation

Thursday, August 20th .................................................................................. Non-Traditional/Transfer Orientation

3-7 PM

Tuesday, August 25th ................................................................................... Freshmen Resident Orientation

Wednesday, August 26th .............................................................................. New Student Orientation

ADDITIONAL OL WORK

January 2016 (Specific dates are still TBD) ............................................... January New Student Orientation

Different campus activities will arise throughout the school year. Please keep in touch with our office for more information regarding these opportunities.