

Orientation Leader Fact Sheet and Timeline



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 24 completed credits at Farmingdale State College. (At least a sophomore or has completed one academic year at FSC)

Preferred Qualifications:

- A minimum cumulative GPA of a 3.0 or higher.
- Good judicial standing at Farmingdale State College.

Time Commitment and Expectations

- Commitment for the entire Orientation season. (End of May-August)
- Will be required to work all Orientation programs over the summer.
- Job includes long days into evenings.
- May be required to work some weekends during the Orientation season.
- Must disclose summer intersession classes or work schedule, if selected.
- Participate actively in all training activities, including a 3 day off campus training retreat in June.
- Participate actively throughout the summer in giving feedback (via meetings, group forums, etc.) in preparation for Orientation.

Compensation and Benefits

- Orientation Leaders will receive a stipend, paid incrementally, over the Orientation season.
- Partial meals during training and during Orientation programs.
- Orientation apparel.

Selection Timeline

Monday, March 25th	OL Applications Released
4:00pm Friday, April 19th	<i>OL Application due to Dean of Students Office Laffin Hall Room 314</i>
Tuesday, April 23rd - Friday, April 26 th (subject to change)	Individual Interviews
Tuesday, April 30 th	Decision Letters Emailed
Monday, May 6th	Position Confirmation Acceptance due to Dean of Students Office
Week of May 6th	Summer 2019 OL Staff Welcome Meeting

Completed Applications

OL Application deadline: Friday, April 19th by 4:00pm

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 (delivered to Laffin 314 or to orientation@farmingdale.edu)

**OL Application Deadline is
Friday, April 19th by 4:00 PM
Dean of Students Office in Laffin Hall, Room 314**

Questions? Please contact:

Frank Rampello
Laffin Hall, Room 314
(631) 420-2104
Frank.Rampello@Farmingdale.edu

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 2019: _____ Cumulative GPA: _____

Were 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 April 19, 2019 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 2019 – August 2019. 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

Orientation Leader Recommendation Form

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 **4:00pm on Friday, April 19th** 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 orientation@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:

Skill	Excellent	Good	Average	Fair	Poor	No basis for judgment
Communication Skills						
Reliability/Responsibility						
Self-Confidence						
Adaptability/Flexibility						
Maturity						
Leadership Potential						
Attitude						
Cooperation with Others						
Receptive to Differences						

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

Reference's Signature: _____ Date: _____

2019 NEW STUDENT ORIENTATION SCHEDULE

OL TRAINING – Required Events

- All four August 2019 in-person orientation programs:
8/6, 8/9, 8/13, and 8/16
- Two Teambuilding Days prior to the August programs (dates TBA)
- Mandatory Tour Training (date TBA)
- Orientation Video Planning/Storyboarding Day (date TBA)
- Orientation Video Filming Day (date TBA)
- Orientation 2-day Leadership Retreat (off-campus overnight, weekdays). Tentatively scheduled for June; dates TBD and subject to change.
- Mandatory Wrap-Up session (Late August, date TBA)

ORIENTATION PROGRAMS – Dates Subject to Change

Tuesday, August 6th	New Student Orientation
Friday, August 9th	New Student Orientation
Tuesday, August 13th	New Student Orientation
Friday, August 16th	New Student Orientation

ADDITIONAL OL WORK

Different campus activities will arise throughout the school year. Please keep in touch with the Office of the Dean of Students for more information regarding these opportunities.