



WESTERN MICHIGAN UNIVERSITY
First-Year Experience Programs

2010 Orientation Student Leader & First-Year Seminar Leader Application Packet

Thank you for your interest in Western Michigan University's Orientation and First-Year Seminar Student Leader positions. We are excited to begin the selection of our leaders. Collectively, these positions are responsible for introducing and acclimating first-year to Western Michigan University.

Optional Informational Meetings

Wednesday, November 11 @ 7:30 p.m. – Room 210, Bernhard Center
Thursday, November 19 @ 7:30 p.m. - Room 204, Bernhard Center
Monday, November 23 @ 8:00 p.m. - Room 208, Bernhard Center

Application Deadline

Friday, December 18th, 2009 @ 5:00 p.m.

Get more information online

www.wmich.edu/fye

Return Applications to the First-Year Experience Programs Office, 2070 Seibert Administration Building

First Year Experience Programs
269-387-2167
orientation@wmich.edu



ORIENTATION STUDENT LEADER JOB DESCRIPTION

RESPONSIBILITIES:

- Facilitate small groups of new students and parents.
- Provide support and assistance to Academic Advisors.
- Acquaint new students with the campus services, activities, and facilities.
- Aid in the development of class schedules and assist in the registration process.
- Assist in the development and implementation of orientation activities.
- Encourage the development of institutional pride.
- Assist in preparing 9,000 student and parent packets of information.
- Be a positive role model to incoming students.
- Assist with Orientation Office duties.
- Complete a formal evaluation of the Orientation Program.
- Participate in fall activities including: Final Freshman and Spring Orientation.

QUALIFICATIONS:

- 2.5 minimum grade point average at the time of application and during employment.
- Undergraduate student.
- Good disciplinary and academic standing with the University.
- Excellent communication skills.
- Ability to relate well with students, parents, faculty, and administrators.
- Commitment to Western Michigan University.
- Demonstrated interest in helping others.
- Good organizational skills and flexibility.
- Plan to enroll on campus during Fall, 2010.
- Ability to work as an effective and productive team member.
- Commitment to diversity.
- Physically able to perform in an intense work environment (with reasonable accommodations.)

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COMPENSATION:

- \$3,600 summer salary (before taxes)
- Room and board from May 7 through July 14 in Residence Hall

TIME COMMITMENT:

- Leader Training class during month of May.
- **(Orientation Leaders are not permitted to be enrolled in any courses or hold another job during both summer semesters.)**
- Work Freshman/Parent Orientation in June/July.
- Required to live in the residence halls from May 7 – July 14, acting as a mentor and a Residence Hall Staff member while the first-year students are on campus.
- Participate in the Final Freshman Orientation Program in August.
- **Attend all official Orientation functions** (receptions, banquet, group pictures, picnics, etc.)

APPLICATION PROCESS:

- Applications must be submitted by candidate and 2 reference forms **and** 2 letters must be submitted by the evaluators no later than **5 p.m., December 18, 2009**. (First-Year Experience Programs, 2070 Seibert Administration Building).
- Sign up for a group interview at the time of application.



FIRST-YEAR SEMINAR LEADER JOB DESCRIPTION

RESPONSIBILITIES:

- Foster an environment that helps first-year students feel connected to WMU.
- Serve as a positive role model for new students entering WMU by remaining committed to excellence, integrity, communication, and teamwork.
- Serve as student facilitator and mentor for assigned student group.
- Facilitate small groups with new students and parents.
- Promote positive relationships between new students, faculty and staff.
- Promote and plan activities that educate students academically, socially, and personally.
- Familiarize new students with campus buildings, services and resources.
- Become a Fall Welcome ambassador and attend Fall Welcome training and Fall Welcome week.
- Be flexible with regards to working hours and conditions.
- Other duties as assigned and by request.

QUALIFICATIONS:

- Must understand and believe in the goal and objectives of the First-Year Experience Programs and Western Michigan University.
- Must display a positive attitude and enthusiasm for Western Michigan University and be knowledgeable of its history, services and resources.
- Must be available to participate in all training sessions.
- Must be reliable, energetic, responsible and a flexible team player.
- Must display strong communication and leadership skills.
- Must be able to interact in large and small group settings with diverse groups of people (students, parents, staff and faculty members).
- Must follow the WMU Student Code of Conduct including the alcohol and drug policies as well as the additional standards of abstaining from alcohol and drugs during FYE sponsored events.
- Demonstrate interest in helping others.
- Commitment to diversity.
- Must have a cumulative grade point average of 2.5 or above.
- Must not be on disciplinary or academic probation.

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COMPENSATION AND BENEFITS:

- \$1000 for Fall Semester
- Develop leadership experience
- Develop employment skills and career opportunities
- Develop networking relationships with faculty, staff and other students
- Early move in time for the fall semester
- Provided with First-Year Experience staff shirts

TIME COMMITMENT:

- Attend and actively participate in the First-Year Seminar and Fall Welcome training sessions.
- Attend your scheduled weekly First-Year Seminar.
- Attend all official First-Year Seminar functions.

APPLICATION PROCESS:

- Application must be submitted by candidate and 2 references forms **and** 2 letters must be submitted by the evaluators no later than **5 p.m., December 18, 2009** (First-Year Experience Programs, 2070 Seibert Administration Building).
- Sign up for a group interview at the time of application.



First-Year Seminar 2010 Dates

<i>Date</i>	<i>Activity</i>	<i>Time</i>
November 11	Optional Informational Meeting	7:30 – 9:30 p.m.
November 19	Optional Informational Meeting	7:30 - 9:30 p.m.
November 23	Optional Informational Meeting	8:00 - 10:00 p.m.
December 18	Application Deadline	5:00 p.m.
January 25	Group Interviews	6:00 - 9:00 p.m.
January 26	Group Interviews	6:00 - 9:00 p.m.
January 27	Group Interviews	6:00 - 9:00 p.m.
January 28	Group Interviews	6:00 - 9:00 p.m.
January 30 – Feb. 2	Positions offered via e-mail or phone	

Dates Listed Below Will Be MANDATORY

March 17	Co-Facilitator Orientation Meetings	12:00-1:00 p.m.
March 18	Co-Facilitator Orientation Meetings	5:30 -6:30 p.m.
May 8	Training Session I	
August	Training Session II	
August	Fall Welcome Ambassador Training (Student Leaders only)	
August	Kick-Off Meeting	
September	Facilitator Staff Meeting (Time TBD)	
October	Facilitator Staff Meeting (Time TBD)	
November	Facilitator Staff Meeting (Time TBD)	
December	Facilitator Staff Meeting (Time TBD)	
December 5	FYS End of Semester Celebration!	2:00-4:00 p.m.

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Orientation 2010 Dates

Date Activity Time

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January 26	Group Interviews	6:00 - 9:00 p.m.
January 27	Group Interviews	6:00 - 9:00 p.m.
January 28	Group Interviews	6:00 - 9:00 p.m.
Jan. 29 – Feb. 2	Notifications by Phone	
February 2-5	Candidates Sign Contracts	

Dates Listed Below are MANDATORY

Friday, February 19	Kick-Off	5:00 - 8:00 p.m.
Friday, March 19	Orientation Meeting (C.V.C.)	5:30 - 7:30 p.m.
Friday, April 9	Orientation Meeting (C.V.C.)	5:30 - 7:30 p.m.
Friday, April 23	Orientation Meeting (C.V.C.)	5:30 - 7:30 p.m.
May 7	Orientation Leaders Move into Orientation Housing	
May 10 – June 4	Leader Class	8:30 - 5:00 p.m.

****Note- some evenings and weekends***

May 17-18	Adventure Centre Ropes Course Weekend Training	
June 2	WMU Day in Lansing	
June 7 – July 9	14 Freshman & Parent Sessions	
July 12	Orientation Clean-up	
July 13	Orientation Banquet	
July 14	Orientation Leaders Move out of Residence Halls	
August 31	Final Freshman Orientation	

****Note- Failure to attend said meetings/events could result in termination***

July 1 – July 5	Holiday Break	
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2010 Orientation Student Leader and First-Year Seminar Leader Application

Please read and give the attached reference forms to faculty or full-time staff members (not R.A.s) who know you well enough to respond to the listed items. If you are a first-year student, you may give these forms to community college or high school personnel.

Please type or clearly print.

Full Name: _____ WIN#: _____

First Name You Prefer To Be Called: _____

Home address: _____

Campus address: _____

Home phone: () _____ Local/Campus phone: () _____

Year in school: Fr. So. Jr. Sr. Curriculum: _____

Student Athlete

Lee Honors College Student

Transfer Student (if yes, from where? _____)

Major(s): _____

Minor(s): _____

E-mail address: _____

Anticipated graduation month & year: _____ GPA: (min 2.50 required) _____

Mark the appropriate box:

Orientation Student Leader

First-Year Seminar Leader

Both

New Returning

Please respond to questions 1-6 on a separate sheet of paper (please type).

1. Explain why you would like to be an Orientation Student Leader, First-Year Seminar Leader, or both. Discuss the qualities that you possess that would make you successful in the position(s).
2. What is your perception of the role(s) of an Orientation Student Leader, First-Year Seminar Leader based on the responsibilities provided in the application? What is one responsibility you are looking forward to and what is one that will challenge you? Why?
3. List and briefly describe two strengths and two weaknesses.
4. List your most recent leadership experiences.
5. What are your plans after graduation and how will being involved in the First-Year Experience Programs assist you in those plans?
6. List the names of two full-time WMU faculty or staff members (no Resident Assistants) who will be submitting your letter of recommendation and reference form. If you are a first-year student at WMU, you may use high school or community college personnel for your references.
7. Please attach a one-page resume to this application.

I have read and understand the attached responsibilities, requirements, and time commitments. I have read the sample employment agreement and agree to uphold all items if hired. I certify that the information herein is accurate to the best of my knowledge. You have my permission to verify my grade point average and disciplinary standing.

APPLICATION DEADLINE

Friday, December 18, 2009 (by 5 P.M.)

Signature of Applicant

Submission of applications prior to the December 18 deadline is strongly recommended.

Employment Agreement & Code of Conduct

Orientation Student Leader

Sample Page 1

I, _____, accept the position of Orientation Student Leader for 2010. I agree to follow and support all policies, procedures, and ethical standards as established by the First-Year Experience Programs.

As an Orientation Student Leader, I will:

- Support and respect all members of the Orientation staff; including the Student Orientation Coordinators, Intern, professional team members, and the Orientation Coordinator.
- Fulfill the responsibilities and duties outlined in the Orientation Student Leader Job Description and all functions as expected by my immediate supervisor and the program.
- Respect the confidentiality of student records and all information shared among the Orientation staff. I understand that unauthorized disclosure of confidential information is grounds for immediate dismissal.
- Serve as a member of the FYE Team and contribute in positive ways to its cohesiveness and success.
- Abide by all WMU policies; including those stated in the Undergraduate Catalog, Student Code of Conduct, Residence Life Community Living Expectations, and First-Year Experience Programs.
- Maintain an appropriate professional relationship with all incoming students.
- Ensure that my conduct reflects positively on my position as a staff member.
- Wear clothing that promotes the ideals of character, citizenship and civility, and refrain from wearing anything that promotes alcohol, drugs, cigarettes, or other colleges/universities.
- Refrain from promoting the use of alcoholic beverages; refrain from possessing or consuming alcohol on campus, regardless of my age, while my orientation employment agreement is in effect; not to consume or be under the influence of alcohol at any time during the contracted dates if I am underage; and if I am of legal age, and so inclined, to consume alcohol responsibly, but not in the residence halls, not during work hours, and not in the presence of minors.
- Demonstrate an appreciation for all forms of diversity including but not limited to: culture, ethnicity, disability, religion, sexual orientation, gender identity & expression, and socio-economic status.
- Discuss academic issues with Orientation attendees in a non-biased fashion and refer students to their Academic Advisor for formal advising.
- Promote all options and opportunities at WMU in an unbiased manner. This includes all living options and all student organizations not just those with whom I have a personal affiliation.
- Always speak positively about WMU and other colleges/universities.
- Promote the WMU Bookstore (in the Bernhard Center) as the bookstore of choice.
- Positively represent all promotional items and companies during Orientation.

OSL Initials

Employment Agreement & Code of Conduct

Orientation Student Leader

Sample Page 2

It is understood that I am:

- Required to maintain at least a 2.50 GPA through the end of the Spring 2010 semester. I understand that grades will be reviewed at the conclusion of the semester and failure to meet this requirement will result in termination of employment.
- Required to attend all Orientation training sessions, programs, events, briefings, meetings, and official functions unless specifically excused by the Orientation Coordinator. These include: February 19, March 19, April 9, April 23, and May 7 through July 14. Supplemental information attached.
- A Role Model on campus and as such will always project a positive image of myself. This includes, but is not limited to, the pictures that I am portrayed in on any on-line social network.
- Required to live in Orientation housing from May 7, 2009 through July 14, 2010.
- Required by FYE policy to refrain from holding another job from May 7 through July 14, and to refrain from taking classes during the Summer sessions.
- Required to attend an overnight leadership retreat and high ropes course, May 17-18, which includes outdoor camping.
- Required to attend WMU day in Lansing on June 2, 2010.
- Required to attend the 2010 Leader Training Class.
- Required to work very long days while executing each Orientation Session.
- Required to complete a formal evaluation of the Orientation Program.

I understand that I will be compensated in the following way:

- Approximate salary of \$3,600. I understand that this salary includes overtime compensation for all hours beyond 40 hours in one week.
- On-campus housing from May 7 through July 14
- 15 meals per week from May 10 through July 16, when Dining Halls are in operation.
- Orientation promotional items.

My signature indicates that I have read, understand, and agree to follow all policies and procedures outlined. It is also understood that this contract will remain in force during the period specified provided that all duties are fulfilled in accordance with my job description and to the satisfaction of the Orientation Coordinator. I further understand that conditions in the First-Year Experience Programs and at WMU may necessitate a change in policies and procedures and I agree that I will uphold and abide by all decisions presented. Failure to abide by agreed upon policies may result in termination from my position.

Employee Signature

Date

Orientation Coordinator

Date

First-Year Seminar Leader Employment Agreement & Code of Conduct

Sample Page 1

I, _____ agree to employment as a First-Year Seminar Leader for the 2010-11 year. The First-Year Experience Programs are committed to the following values and ethical standards. As a First-Year Seminar Leader, I understand, support and will adhere to the following values and ethical standards.

I will:

- Be directly responsible to all members of the First-Year Experience staff, including the student coordinators, professional team members and, ultimately, the First-Year Experience director.
- Fulfill the responsibilities and duties outlined in the First-Year Seminar Leader Job Description.
- Perform all job responsibilities and functions as expected by my immediate supervisor and the program.
- Respect the confidentiality of student records and other records in this position. Inappropriate and unauthorized disclosure of student records data is grounds for immediate dismissal.
- Respect the confidentiality of information shared among the First-Year Experience staff.
- Serve as a member of the First-Year Experience team and contribute in positive ways to its cohesiveness and success.
- Abide by all WMU policies [including those stated in the Undergraduate Catalog and Student Code of Conduct and those created and enforced by the First-Year Experience office.]
- Maintain an appropriate professional relationship with all incoming students.
- Ensure that conduct and dress reflect positively on my position as a staff member.
- Wear clothing that promotes the ideals of character, citizenship and civility, and refrain from wearing clothing that promotes alcohol, drugs, cigarettes or other colleges/universities.
- Neither directly nor indirectly promote the use of alcoholic beverages.
- Regardless of my age, refrain from possessing or consuming alcohol on campus (including any WMU apartment or residence hall) during Fall Welcome. I understand that this policy also applies to any First-Year Experience function or program, including transportation to and from such events.
- Demonstrate the appreciation of diversity in culture, ethnicity, disability, gender roles, economic class, religion, and sexual orientation.
- Discuss academic issues with First-Year Experience attendees in a non-biased fashion. I will communicate to incoming students that I can only provide an opinion based on experience related to an instructor's lecture and test style. I agree to refer students to their academic advisor for formal advising.
- Promote all options and opportunities at WMU [i.e. I will promote all residence halls, not just the halls I lived in; I will promote all student organizations at WMU, not just organizations of which I am a member].
- Speak positively about WMU and other colleges/universities.
- Promote the WMU Bookstore (in the Bernhard Center) as the bookstore of choice.
- Attend all First-Year Experience training sessions, programs, events, briefings, meetings and official functions unless specifically excused by the First-Year Experience coordinator in advance.

First-Year Seminar Leader
Employment Agreement & Code of Conduct
Sample Page 2

It is understood that I am:

- Required to maintain at least a 2.50 GPA through the end of the fall semester. Grades will be reviewed following the semester. Failure to meet this requirement will result in termination of employment.
- Required to attend the First-Year Seminar Leader training.
- Required to complete a formal evaluation of the First-Year Seminar Program.

Upon completion of all expected duties and participation in all designated First-Year Experience programs, remuneration for this position will consist of the following:

Salary for the Fall Semester.....\$1,000

*This amount will be paid out bi-weekly over the course of the semester.

It is also understood that this contract will remain in force during the period specified above provided I fulfill the duties and responsibilities stated in my job description to the satisfaction of the director of the First-Year Experience Programs. Failure to abide by the departmental expectations and policies in the Undergraduate Catalog/ WMU Student Code may result in dismissal. I understand that conditions in the First-Year Experience Programs may necessitate a change in policies and procedures and I agree that I will uphold and abide by all decisions of the director of the First-Year Experience Programs regarding such changes.

Employee Name (*PRINT*)

Employee Signature

Date:



2010 Orientation Student Leader & First-Year Seminar Leader Reference Form

Section to be Completed by Applicant Prior to Distribution to Evaluator

Name of Applicant: _____ Phone: _____

The Family Educational Rights and Privacy Act of 1974 provides the student with a right of access to this form. This right may be waived, but no school or person can require the student to waive this right. Check a statement and sign below.

- I waive my right to review this reference form.
- I do not waive my right to review this reference form.

Signature of Applicant: _____ Date: _____

To the Evaluator:

This student is applying for a leadership position under the First-Year Experience Programs. If chosen, this student would help entering students set a foundation for college success; provide information on University services, and resources; and create an environment for establishing relationships. You can assist in the selection process by completing this form. Return form directly to the First-Year Experience Office.

Name of Evaluator: _____ Phone: _____

How long have you known the applicant: _____ In what capacity: _____

I know this applicant Very Well Well Casually Not well enough to evaluate

Personal Characteristics:

 Check up to five descriptions that apply to the candidate.

- | | | | | |
|-------------------------------------------|-------------------------------------|----------------------------------|-----------------------------------------|-------------------------------------|
| <input type="radio"/> Accepting of others | <input type="radio"/> Confused | <input type="radio"/> Excitable | <input type="radio"/> Mature | <input type="radio"/> Reserved |
| <input type="radio"/> Aggressive | <input type="radio"/> Conscientious | <input type="radio"/> Flippant | <input type="radio"/> Motivated | <input type="radio"/> Responsive |
| <input type="radio"/> Ambitious | <input type="radio"/> Cooperative | <input type="radio"/> Friendly | <input type="radio"/> Obstinate | <input type="radio"/> Rigid |
| <input type="radio"/> Analytical | <input type="radio"/> Creative | <input type="radio"/> Honest | <input type="radio"/> Openminded | <input type="radio"/> Sincere |
| <input type="radio"/> Approachable | <input type="radio"/> Deceptive | <input type="radio"/> Immature | <input type="radio"/> Organized | <input type="radio"/> Tactful |
| <input type="radio"/> Articulate | <input type="radio"/> Decisive | <input type="radio"/> Impatient | <input type="radio"/> Outgoing | <input type="radio"/> Tempermental |
| <input type="radio"/> Believeable | <input type="radio"/> Dependable | <input type="radio"/> Insightful | <input type="radio"/> Patient | <input type="radio"/> Tentative |
| <input type="radio"/> Caring | <input type="radio"/> Emotional | <input type="radio"/> Insincere | <input type="radio"/> Positive attitude | <input type="radio"/> Tolerant |
| <input type="radio"/> Charismatic | <input type="radio"/> Enthusiastic | <input type="radio"/> Judgmental | <input type="radio"/> Practical | <input type="radio"/> Understanding |
| <input type="radio"/> Confident | <input type="radio"/> Ethical | <input type="radio"/> Logical | <input type="radio"/> Quiet | <input type="radio"/> _____ |

Abilities

 Use the scale to assess the following skills.

5=Excellent 4=Good 3=Average 2=Fair 1=Unacceptable NA=No basis on which to evaluate

- ___ Ability to manage time.
- ___ Ability to solve problems.
- ___ Ability to relate well with students, parents, faculty and administrators.
- ___ Ability to speak in front of small and large groups.
- ___ Ability to communicate effectively on an individual basis.
- ___ Ability to listen and follow directions.
- ___ Ability to present a positive image of WMU.

General Comments. Please be specific.

Areas of Growth. Required. Please list at least 2.

Please feel free to make any additional comments about this applicant on the back of this form.

I Do not recommend Recommend with reservations Do recommend Strongly recommend the applicant.

Evaluator Signature: _____ Date: _____

**Evaluator must return this Reference Form by Friday, December 18, 2009 to
The First-Year Experience Office, 2070 Seibert Administration Building, Kalamazoo, MI 49008-5211
Fax 269-387-2114**



2010 Orientation Student Leader & First-Year Seminar Leader Reference Form

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How long have you known the applicant: _____ In what capacity: _____

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| <input type="radio"/> Caring | <input type="radio"/> Emotional | <input type="radio"/> Insincere | <input type="radio"/> Positive attitude | <input type="radio"/> Tolerant |
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| <input type="radio"/> Confident | <input type="radio"/> Ethical | <input type="radio"/> Logical | <input type="radio"/> Quiet | <input type="radio"/> _____ |

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