

# Orientation Leader Application

2011-2012



**APPLICATION DEADLINE: Wednesday, September 21, 2011**

Please complete the following application and provide the appropriate attachments.

Name \_\_\_\_\_ Southeast ID# \_\_\_\_\_

School Address \_\_\_\_\_

School Phone or Cell Phone # \_\_\_\_\_  
(You must provide a number where you can be reached)

SE Key E-Mail \_\_\_\_\_ Shirt Size \_\_\_\_\_

**With the application please submit the following:**

- ❖ A resume of all relevant campus and/or community activities, honors, past and present employment, cumulative GPA and hours accumulated.
- ❖ Provide the names and contact information (phone, e-mail) for **two references** who can speak to your leadership ability.
- ❖ Responses to the questions on the back of the application.

*I give permission to the Office of New Student Programs to verify that I am in good academic and disciplinary standing with Southeast Missouri State University and to contact the references I have provided.  
I verify that I have a 2.5 cumulative GPA.*

\_\_\_\_\_  
Applicant's Signature

**Please respond to each of the following applicable questions below. Please limit your responses to no more than two paragraphs.**

1. Why did you choose to come to Southeast Missouri State University?

2. What are three pieces of advice you would give to a new student?

Completed Applications (including references and resume) Due:

**Wednesday, September 21, 2011 in the University Center, Room 210 no later than 5:00 p.m.**

Questions? Contact Robert White in the Office of New Student Programs at 651-5169 or by e-mail at [rlwhite@semo.edu](mailto:rlwhite@semo.edu)

Southeast is an Equal Opportunity, M/F, Affirmative Action employer. Members of underrepresented groups are strongly encouraged to apply.

# Orientation Leader Job Description

## **Qualifications:**

An Orientation Leader must have a

- 2.5 Cumulative GPA (Freshmen applicants will be based on high school GPA)
- Love of Southeast!
- Flexible, upbeat attitude!
- Commitment to helping new students at Southeast.

## **First STEP and Transfer Orientation:**

Responsible for assisting faculty and professional staff members in advising, testing, and enrolling incoming students. Duties will include but are not limited to:

- Welcoming new students and their families/guests to Southeast by working 13 First STEP Orientations a year (eleven in the spring/summer and two in the fall/winter) and 5 Transfer Student Orientations a year.
- Conducting small group informational sessions with incoming students.
- Participating in skits
- Talking in front of family members.
- Carrying out program logistics (organizing small groups, program set-up, assisting speakers).
- Assisting with new student advising and enrollment.
- Being visible throughout the day.
- Possessing an upbeat, flexible, and positive attitude.
- Assisting with other duties as assigned.
- You will be assigned an Orientation Team shirt to wear with khaki pants/shorts and appropriate footwear.

## **Opening Week:**

Responsible for carrying out programs as designed by the Opening Week Committee. Duties will include but are not limited to:

- Assisting with first-year student move-in day.
- Assist with structured programs and activities.
- Assisting with the facilitation of Southeast 101.
- Assisting with any other duties as assigned.
- You will be assigned two shirts for Opening Week: one for move-in day and one for Southeast 101.

## **Compensation:**

Orientation Leaders receive an hourly wage for their work completed at orientation events.

For more information contact the Robert White in the Office of New Student Programs  
Phone: 651-5169      E-mail: [rlwhite@semo.edu](mailto:rlwhite@semo.edu)