

Texas State University

2010 Orientation Leader Application

What is New Student Orientation?

New Student Orientation at Texas State is a program for new students to get acquainted with the University, stay at a residence hall, register for classes, and much more. Orientation Leaders are available to assist incoming students with their first experience in becoming Bobcats.

Through the New Student Orientation program students will meet with an academic advisor, attend informative student sessions, meet new friends and become Bobcats. Orientation is offered at various times throughout the year with summer being the official orientation season.

Who are Orientation Leaders and what do they do?

Orientation Leaders (OLs) are the face of the University when welcoming new students to Texas State. Orientation Leaders ease the transition for new students throughout the summer and are responsible for representing Texas State in a positive, enthusiastic, and professional manner. Some expectations for OLs are as follows:

- Follow and implement Texas State procedures and policies
- Facilitate Texas State 101 presentations
- Lead Campus Tours
- Assist new students with registration and schedule building
- Introduce Texas State resources to new students and facilitate understanding and utilization of resources.
- Complete various tasks that help run the New Student Orientation program including check-in and night shifts.

What are the requirements to become an Orientation Leader?

To become eligible to apply for an Orientation Leader position you must:

- Have a minimum 2.5 Texas State G.P.A.
- Live in the residence hall during summer Orientation
- Be in good academic standing
- Not be enrolled in summer courses
- Complete 2 long semesters by summer 2010
- Be a full time student Fall 2009 and Spring 2010
- Able to lift boxes up to 30 lbs and move materials around campus

How do I become an Orientation Leader?

- Complete the attached application and turn in by **5:00 p.m. on November 13, 2009** to the Admissions Annex or LBJSC Visitors Center.
- Submit two reference forms. Please have the individual completing your form place the form in an envelope, seal the envelope, and sign their name across the seal. Return the reference with your application
- Attend a Group Interview. Time and date will be provided to you upon submitting your application.

Other important information to consider:

- Being an Orientation Leader means you are employed by the University and must represent Texas State on and off the job.
- Hours of employment are long but gratifying. You will meet friends and create fabulous memories that will last a lifetime.
- You will gain leadership, networking, and team-building skills.
- You must maintain high levels of ethics and professionalism through your interaction and responsibilities for this position.
- Don't forget to pick up your Group Interview post card when you turn in your application!
- Being an OL is a privilege as well as a fun and rewarding experience!

**Thank you for your interest in the 2009 Orientation Leader position.
We look forward to reviewing your application!!**

Please list all employment history

Date(s)	Employer	Position

Please answer the following questions:

On a separate sheet(s) of paper, please answer all questions in 250 words or less. All responses must be typed. Make sure your name appears on all additional pages.

1. How did you find out about the Orientation Leader position?
2. Explain why you want to be a member of the 2010 Orientation Team?
3. What do you believe sets you apart from other Texas State students that would qualify you to be an Orientation Leader?
4. What is your definition of professionalism and how do you believe it relates to being an Orientation Leader?

References:

You are responsible for two references' (no undergraduate students or family members) to complete the attached reference forms. **Reference forms must be sealed, signed, and submitted no later than November 13, 2009.** Please list your references below and turn in the reference forms attached to your application.

Name	Title	Department/Address/Phone Number

Applicant's Name: _____

Applicant's Signature: _____

Questions:

If you have any questions regarding the application process or need further information, you may contact Victoria Gandaria at vg13@txstate.edu or 245-9718

For office use only:		
GPA _____	Application _____	Reference(s) _____
Group Interview _____	Individual Interview _____	

ORIENTATION LEADER REFERENCE FORM

This form must be completed and returned to Victoria Gandaria, Admissions Annex, 429 N. Guadalupe, San Marcos, TX 78666, by **Friday, November 13, 2009**. Thank you for your assistance in candidly completing this form. Please print.

NAME OF APPLICANT _____

APPLICANT'S SIGNATURE _____

- I waive the right to review this form and for my reference(s) to release this confidential information to the Orientation Office.

- I do not waive the right to review this form and for my reference(s) to release this confidential information to the Orientation Office.

PERSON COMPLETING THIS FORM _____

Title	Department or Address
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The applicant named above is a candidate for a New Student Orientation Leader position. An Orientation Leader is responsible for introducing new Texas State students and their parents to the University, helping new students understand and complete the registration process, and fostering a positive attitude for academic and personal growth that will aid new students in their transition to Texas State. Orientation Leaders will meet formally and informally with students and parents, act as guides throughout orientation sessions and will live in the residence halls with the new students. The person named above has given your name as a reference. Your recommendation is an important part of the application process.

We would appreciate your assistance in completing this form as candidly as possible.

____ I recommend the applicant without reservation.

____ I recommend the applicant, but have the following reservations:

____ I do **not** recommend the applicant for the Orientation Leader position.

DATE _____ **SIGNATURE** _____

Questions on back of this form

Please return the reference to the student in a sealed envelope with your signature across the seal. Deadline for submitting a completed application including references, is **Friday, November 13, 2009**. Thank you for your time and consideration in this matter.

NAME OF APPLICANT _____

How long and in what capacity have you known the applicant?

Please rate the following items.

1-Not Observed **2-Poor** **3-Fair** **4-Good** **5-Excellent**

- ___ Desire to relate to people
- ___ Ability to appreciate diversity
- ___ Ability to conduct him/herself in a professional manner
- ___ Initial impression he/she makes on others
- ___ Awareness of, and involvement in, campus activities
- ___ Sense of humor
- ___ Sense of responsibility
- ___ Willingness to perform less than glamorous tasks
- ___ Your respect for the applicant
- ___ Applicant's ability to communicate effectively
- ___ Ability to respond appropriately to others' feelings and reactions
- ___ Competency in organizing and completing tasks
- ___ Ability to work with groups
- ___ Ability to work with individuals one-on-one
- ___ Ability to confront people in unpleasant situations
- ___ Ability to relate to authority
- ___ Knowledge of University resources and services
- ___ Ability to represent Texas State with a positive attitude
- ___ Ability to be a follower at times, not always the leader
- ___ Applicant is punctual

ADDITIONAL COMMENTS (Please feel free to write additional comments on a separate sheet of paper):

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