

**New Student Orientation
Executive Student Orientation Leader**

Thank you for your interest in becoming an Executive Student Orientation Leader, or E-SOL. We believe that orientation plays an important role in the development and transition of our new incoming students. If selected, your responsibilities as an E-SOL will be vital to the success of each orientation program.

Please review the following *mandatory* trainings and requirements:

Application: Completed applications are due by *5:00pm, Thursday, September 4, 2008*. Submit your completed application to Rona Brown in New Student Programs, UCB 201.

Interviews: You will be contacted to schedule an interview with the orientation staff after the application deadline. Interviews will be conducted at each of the four campuses. If you are unable to complete an interview at your campus, you will be required to schedule your interview at one of the other campuses at the available date and time.

Wednesday, September 10, 2008 (8:00am- 12:00pm): West campus
Wednesday, September 10, 2008 (1:00pm- 5:00pm): Downtown Phoenix campus
Thursday, September 11, 2008 (8:00am-12:00pm and 1:00pm-5:00pm) Tempe campus
Friday, September 12, 2008 (8:00am- 12:00pm): Tempe campus
Friday, September 12, 2008 (1:00pm- 5:00pm): Polytechnic campus

Employment Period: September 15, 2008 – Last Orientation Program (July 2009)

SOL Expectation and Contract Signing: Saturday, October 18, 2008

SOL, DA, SPARKS, START Training: Friday, January 30, 2009

SOL Overnight Retreat: Saturday, January 31 – February 1, 2009

SOL Spring Training: Saturday, February 21, 2009

SOL Leadership Class, UNI 394- Spring 2009:

New Incoming SOLs

2 credit hours

Tuesdays and Thursday

2:00pm-4:00pm

First 9 weeks of semester

Returning SOLs

1 credit hour

First 9 weeks of semester

Please discuss with campus coordinator

West Orientation Programs: TBD (The 2008 season had 8 programs which spanned from March to July)

Position Description

Executive Student Orientation Leaders assist coordinating staff with the implementation of orientation programs. E-SOLs assume an elevated leadership position, in order to provide role models for other SOLs and a student coordinating body. These positions represent a university wide community of student leaders who collaborate with E-SOLs on all campuses.

Duties

- Aid in the recruitment and selection of new Student Orientation Leaders (SOLs)
- Serve as role model and mentor to all SOLs
- Assist in the training of other SOLs as needed and as determined by the coordinators
 - Attend all trainings and meetings
 - Present Peer Networking Initiatives during trainings
 - Train SOLs on campus tours
 - Facilitate some training activities at retreat as directed by coordinators
- Lead dialogue around orientation flow, program content and other areas as needed with SOLs
- Provide Peer Networking activities to increase camaraderie for the SOL team
- Assist in the monitoring of SOL online community content
- Coordinate SOL sharing when help is requested from a campus other than your home campus
- Maintain contact information from all SOLs including emergency contact
- Schedule SOLs (maintain the matrix), track attendance
- Schedule the E-SOL Meetings with the coordinators
- Communicate with all SOLs as needed
- Other duties as assigned

Expectations

- Attendance at Monthly Staff meetings with all campus representatives
- Weekly staff meetings at the campus level with the coordinator
- Hold weekly office hours – scheduled time to conduct SOL related work,
 - weekly schedule organized with the coordinator (generally 2-5 hours for preseason and as needed during the season)
- Use and maintain Outlook account
- To be accessible to campus coordinators via phone and e-mail
- Assist at all programs at their home campus (as available)
- Assist at other campus orientation programs as needed
- Aid NSO staff as needed
- Additional expectations as a para-professional member of the orientation team

Qualifications

- Full-time undergraduate student
- Must have a minimum 2.5 GPA

Compensation

E-SOLs will be paid at \$9.25 per hour during the preseason and at the established rate for 7 hours per program during the Orientation season

Downtown Campus
Regina Matos
Regnia.Matos@asu.edu

Polytechnic Campus
Rachel Beech
Rachel.Beech@asu.edu
480-727-1866

Tempe Campus
Orientation Office
Orientation@asu.edu
480-965-2880

West Campus
Julie Lim
Julie.Lim@asu.edu
602-543-2378



New Student Orientation Executive Student Orientation Leader Application

Please submit completed applications by **5:00pm Thursday, September 4, 2008** to Rona Brown in New Student Programs located in UCB 201.

GENERAL INFORMATION

NAME: _____ STUDENT ID #: _____

ADDRESS: _____

PHONE: _____ E-MAIL ADDRESS: _____

HOMETOWN: _____

HOW MANY SEMESTERS HAVE YOU ATTENDED ASU (including this one)? _____

UNDERGRADUATE DEGREE PROGRAM: _____

EXPECTED GRADUATION DATE: _____ CUMULATIVE GPA: _____

PLEASE CHECK ALL THAT APPLY:

Returning SOL

Lived On Campus

Transfer Student

Will you be pursuing other employment during your tenure as a Student Orientation Leader? Y N

HOW DID YOU HEAR ABOUT THIS OPPORTUNITY? (Please circle one)

Friend SOL Web E-Mail/Flyer Other _____

REFERENCES

Please provide the name, title and phone number of two professional references that we have permission to contact (can be former employers, supervisors, professors, advisors, etc.).

Note: As a courtesy, you should first ask each individual for permission to list them as a reference.

1. Reference Name _____

Title _____

Company/Organization _____

Phone Number _____

2. Reference Name _____

Title _____

Company/Organization _____

Phone Number _____

ATTACHMENTS

Please attach a copy of your resume *and* a cover letter which may address any or all of the following questions (800 words or less):

1. Why do you want to be a member of the SOL Executive Board?
2. What unique characteristics or perspective can you bring?
3. Describe a situation where you assumed a leadership role.

SIGNATURE

I verify that all the above stated information is correct to the best of my knowledge. I understand that falsifying such information may be grounds for disqualification of my application. I also understand that information from this application, from my references, and from my interviews will be shared with the ASU Student Orientation Leader Selection Committee. Some information (i.e., GPA) is subject to verification.

Applicant's Signature

Date

Applicant's Printed Name

*Special note: Student Orientation Leaders are only eligible to participate in two Undergraduate Admissions sponsored paraprofessional student organizations.

ASU is guided by the principle that there shall be no differences in the treatment of persons because of race, color, sex, age, religion, handicap, veteran status, or national origin and that equal opportunity and access to facilities shall be available to all. This is the policy for employment of students either by the University or by outside employers through the University.