

Thank you for your interest in becoming a Student Orientation Leader, or SOL. We believe that orientation plays an important role in the development and transition of our new incoming students. If selected, your responsibilities as 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, Friday, September 26, 2008*. Submit your completed application to Rona Brown in New Student Programs, UCB 201.

Interviews: Interviews will be conducted during the week of September 29, 2008. Beginning two weeks prior, you will be contacted to schedule an interview with an orientation staff member and Student Orientation Leaders.

Employment Period: January 20, 2009 – 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

Student Orientation Leaders assist coordinating staff with the implementation of orientation programs, university wide. The goal of the Orientation programs is to provide keys to academic success for incoming students.

Duties

- Assist with implementation of Orientation Programs
 - Facilitate discussions with students and guests
 - Assist with set up and break down of program
 - Assist new students with course enrollment
 - Provide general university information
 - Interact with program participants
 - Facilitate small group discussion with students
 - Provide Campus Tours at all programs for participants as necessary
- Assist, as needed, with general office duties in preparation for Orientation
- Assist with new SOL recruitment
- Other duties as assigned

Expectations

- Must be available to attend all *mandatory* scheduled meetings, trainings and programs, including SOL retreat
- Enroll in Spring 2009 SOL leadership course
- Maintain a flexible and positive attitude as befits your position as a Student Orientation Leader
- 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)

Qualifications

- Full-time undergraduate student
- Must be in good academic standing (2.5 GPA or above preferred)
- Must be in compliance with University Academic Integrity Policy and Student Code of Conduct
- Demonstrated leadership skills including, working in a team environment and time management
- Demonstrated personal skills and qualities including creativity, attention to details, and the ability to balance multiple tasks simultaneously
- Sun Devil Pride is a MUST!!!

Compensation/Benefits

- \$7.25 an hour up to 7 hours for each orientation program worked (excluding out of state programs)
- Excellent leadership opportunity
 - Work closely with many divisions across the university
 - Be a member of a respected student organization
 - Networking opportunities
 - Improve public speaking and communication skills
- Possibility of travel for out of state for orientation programs or conferences
- Fun social activities

Please direct any questions you may have to your respective campus coordinators:

Downtown Campus
Regina Matos
Regina.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 Student Orientation Leader Application

Please submit completed applications by **5:00pm Friday, September 26, 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* your responses to the following questions (300 words or less each response):

1. Why do you wish to become a Student Orientation Leader
2. What skills and/or experiences do you have that will help you be a successful Student Orientation Leader?
3. What do you love most about ASU?
4. If you had one piece of wisdom to share with an incoming freshman, what would it be?

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.