

OFFICE OF NEW STUDENT PROGRAMS
WEST CHESTER UNIVERSITY
ORIENTATION LEADER SELECTION PROCESS 2017/2018

Important Information for Orientation Leader Applicants

Be sure to read the following information carefully so you understand the selection process, employment requirements, and work commitments before applying.

Application Requirements and Deadline Information*

DEADLINE

Applications and references* are due no later than **Friday, January 27, 2017 at 4:00 p.m.** Incomplete applications or applications missing the two required references will not be reviewed.

Using the online form to submit the **two required references is preferred. Please provide your references with the link from our website and encourage them to use this form. If a reference cannot submit the online form, contact New Student Programs to make other arrangements. References can be your RD, RA, a current professor, or a former employer, teacher or coach. Choose references who can speak about your past and potential leadership abilities.*

GPA REQUIREMENT

All applicants must have a **2.5 or higher cumulative GPA** by the end of the fall 2016 semester and at the end of the spring 2017 semester in order to continue employment if hired.

STUDENT CONDUCT

We will confirm that your student conduct record is in good standing with the Office of Judicial Affairs. The outcome of this inquiry will determine if you will move forward in the interview process or continue with employment if hired.

LEADERSHIP

All applicants must show an interest in or have prior leadership experience. This should be discussed during the interview process.

**OPTIONAL INTERVIEW
PREP**

Applicants are encouraged to attend one of these pre-interview preparation and tip sessions hosted by the Career Development Center on the second floor of Lawrence:

Wednesday, January, 25 2016: 3:00– 4:00 p.m.

Thursday, January, 26, 2016: 3:00 –4:00 p.m.

Interview and Selection Timeline*

PANEL INTERVIEW

Panel interviews will take place **February 1 –February 10, 2017**. Applicants will receive email directions regarding the sign up for a panel interview date, time, and location. Applicants must sign up for a panel interview **before 4:00 p.m. on Monday, January 30, 2017**. Applicants who do not sign up for a panel interview by the deadline will be removed from the selection process.

INDIVIDUAL INTERVIEW

Individual interviews will take place **February 13-February 17, 2017**. Applicants will interview with a graduate staff member, senior orientation leader, or returning orientation leader. Applicants will receive an email from a member of the New Student Programs staff between **February 6 and February 10, 2017** to schedule their individual interview. This interview should last about 15-20 minutes.

GROUP PROCESS DAY

Mark your calendar now for **Saturday, February 18, 2017 from 9:00 AM-4:00 PM** to participate in a group process day with the other OL applicants. Participation in group process is required for all OL applicants. Group process will take place in Sykes Student Union.

NOTIFICATION

All applicants will be notified regarding their selection no later than **March 10, 2017**. Applicants will be cleared both academically and judicially prior to an employment offer being made.

**Being late for or missing any of the above requirements could result in your application being removed from the hiring process.*

If you have questions about the OL position or the selection process, please contact the Office of New Student Programs at (610) 436-3305 or email orientation@wcupa.edu.

Office of New Student Programs
WEST CHESTER UNIVERSITY
ORIENTATION LEADER INFORMATION

The orientation leader's primary role is to communicate a tremendous amount of important information about the University to new students and their parents, families and guests. OLs are trained to answer questions about academic adjustment, student services, and campus life issues. This position is a year-long commitment with emphasis on the orientation programs in June, August, and January. Orientation leaders also assist with Welcome Week, the fall first-year new student leadership program, Family Weekend, the New Student Success Series, and other duties as assigned. OL candidates must:

- Possess a high energy level and strong commitment to the orientation program;
- Have a positive attitude and enthusiasm for WCU;
- Relate well with students, parents, faculty, administrators, and peers;
- Have a willingness to learn about WCU programs and services;
- Have strong interpersonal communication skills and good public relations skills (i.e. public speaking and listening skills);
- Demonstrate an ability to work with diverse groups of individuals;
- Work independently as well as be a team player;
- Be reliable, responsible, confident, and sincere.

Conditions of Employment

- Have a minimum cumulative GPA of 2.5 or better, and be in good disciplinary standing;
- Not enroll in Summer Session 1 courses;
- Be enrolled as a full-time undergraduate student at West Chester University for Fall 2016;
- Be available to participate in all the activities as outlined on the OL work commitments page;
- Comply with the University Student Code of Conduct and maintain the highest ethical and professional conduct at all times.

Duties and Responsibilities

- Participate in all training activities from Spring 2017 to Spring 2018;
- Participate in all required work activities as noted on the OL work commitments page;
- Work five to ten hours in the New Student Programs office prior to November 1, 2017 (*exact number to be determined based on NSP office needs*);
- Serve as a resource person to provide general assistance and answer new students' questions;
- Lead small and large groups of new students in discussions and activities;
- Direct and participate in social and recreational activities;
- Attend regular staff meetings during orientation;
- Complete administrative tasks and program preparation duties as assigned;
- Comply with the University Student Code of Conduct;
- Act as a role model. As an OL your behavior and attitude should reflect your position as a role model at all times.

Remuneration

- Orientation leaders who do not require on-campus summer housing will be paid a stipend of **\$1,755.00** for the work listed on the OL Work Commitments page.
- Orientation leaders provided with on-campus summer housing will be paid a stipend of **\$1,605.00** for the work listed on the OL Work Commitments page.
- Failure to meet any work commitments including trainings, orientations, staff meetings, fall programs, and January orientation will result in a commensurate reduction in the stipend. Repeated failure to meet work commitments may result in termination of the OL position.
- Meals will be provided during training and on orientation days.
- If requested, housing will be provided on North Campus, space permitting, during June and August training and on orientation days. (*See the information above regarding the stipend for OLs provided with summer housing.*)

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Save These Dates in 2017

Orientation Leader Work Commitments*

Training (Subject to change)

Tuesday, March 21 – O-Team meeting 1: Sykes 115, 2:00–3:00 PM
Wednesday, March 22 – O-Team meeting 2: Sykes 115, 2:00–3:00 PM
Tuesday, March 28 – O-Team meeting 3: Sykes 115, 2:00–3:00 PM
Wednesday, March 29 – O-Team meeting 4: Sykes 115, 2:00–3:00 PM
Tuesday, April 4 – O-Team meeting 4: Sykes 115, 2:00–3:00 PM
Wednesday, April 5 – O-Team meeting 5: Sykes 115, 2:00–3:00 PM
Saturday, April 1 – O-Team Large Meeting: Sykes 10A, 9:30 AM – 1:30 PM
Saturday, April 29 – O-Team Large Meeting: Sykes 10A, 9:30 AM – 1:30 PM
June 5 – June 14 – Orientation Leader/O-Team Training: Sykes Ballroom C, 9:00 AM – 4:00 PM

June Orientation First-Year Sessions (6:30 AM-4:00 PM)

Thursday, June 15 – First-Year Session 1
Friday, June 16 – First-Year Session 2
Wednesday, June 21 – First-Year Session 3
Thursday, June 22 – First-Year Session 4
Friday, June 23 – First-Year Session 5
Wednesday, June 28 – First-Year Session 6
Thursday, June 29 – First-Year Session 7
Friday, June 30 – First-Year Session 8

June Orientation Wrap Up Meeting

Saturday, July 1 - location/time TBA

August Orientation Training (location/time TBD)

Monday, August 14–Wednesday August 16 - Preparation for transfer orientation days
Tuesday, August 22 – Thursday, August 24 – Preparation for first-year part 2 weekend

August Transfer Orientations (7:00 AM-3:30 PM)

Thursday, August 17 – Transfer Orientation 1
Friday, August 18 – Transfer Orientation 2*
*Friday, August 18 – Adult Learner Orientation Program in evening
Monday, August 21 – Transfer Orientation 3

August Orientation Part 2

Friday, August 25 – Late First-Year Orientation Session (afternoon program, time/location TBD)
Friday, August 25-Sunday, August 27 – First-Year Part 2 Orientation

Fall Semester Commitments: The full orientation team may not be needed for each fall event, but participation and flexibility in scheduling will be expected. All orientation leaders will be expected to work Family Weekend.

Welcome Week: First week of classes, Monday August 28–Friday September 2

Transfer Transition Days: First week of classes TBD

Involvement Fair: Early fall, date/time TBD

SOAR - New Student Leadership Program: Dates/Times TBD

New Student Success Series: Dates/Times TBD

Family Weekend: TBD

January 2018 Orientation: Date/Time TBD

**Members of the orientation team are expected to assist with other programs, events, and opportunities to serve on campus not listed above. Please be flexible and willing to represent the Office of New Student Programs when needed.*

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