



**2011-2012  
Orientation Leader  
Application**

University of South Alabama  
Office of New Student Orientation  
Meisler Hall 2600

Mobile, Alabama 36688  
(251)460-7093

**UNIVERSITY OF SOUTH ALABAMA**  
**2011-2012 SouthBound Orientation Leader Application**

Please Type or Print the Application Legibly

**GENERAL INFORMATION**

Name: \_\_\_\_\_ JAG # \_\_\_\_\_

Local Address: \_\_\_\_\_  
Street City State Zip

Permanent Address: \_\_\_\_\_  
Street City State Zip

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**ACADEMIC INFORMATION**

Classification: Freshman Sophomore Junior Senior Other Cumulative GPA \_\_\_\_\_  
(Circle One)

Major/Minor: \_\_\_\_\_

Total college hours completed to date: \_\_\_\_\_

*Please answer the following questions on a separate sheet of paper and submit with your application.*

**RESPOND TO THE FOLLOWING QUESTIONS:**

- Why are you interested in applying for a SouthBound Orientation Leader position?
- In detail, name three of the most important aspects of college that should be covered during Orientation.
- Several qualified students will be applying to become an Orientation Leader. Please explain in detail why we should select you.

**ACTIVITIES AND SKILLS**

- List extracurricular activities and/or work experience in which you have participated in while attending USA, high school or another university.

**APPLICATION DEADLINE: 5:00 p.m. OCTOBER 3, 2011**

**Candidates must:**

- Submit a completed application
- Provide a letter of recommendation from an employer or faculty/staff member of USA (*No friends or family*)
- Complete answers to the above questions
- Interview with the USA Office of New Student Orientation

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**I hereby declare all the information I have given on this application to be true and accurate.**

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PRINT NAME	SIGNATURE	DATE
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## UNIVERSITY OF SOUTH ALABAMA

### 2011-2012 SouthBound Orientation Leader Applicant Information

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#### **What is New Student Orientation?**

New Student Orientation is a program designed to help our newest 'Jaguars' become familiar with our campus while gearing up for academic success. The two-day freshmen program and one-day transfer and adult program include placement testing, academic advising, course registration, the presentation of campus resources, discussions with student leaders, student success workshops, and opportunities to meet other students. Orientation is offered several times throughout the year to new freshmen and transfer students, however, the summer months (May-August) are our busiest times for new students.

#### **What are the minimum qualifications needed to apply to be an Orientation Leader?**

To apply and be considered for the position of Orientation Leader, you must:

- Have a 2.50 overall cumulative grade point average at the time of application and throughout the duration as an Orientation Leader
- Be enrolled in classes for the spring 2012 semester
- Complete the Orientation Leader application and 'Question' section on the application
- Submit a letter of recommendation (letter CANNOT come from a current orientation leader or peer)
- Understand and believe in the goals of the university and the orientation program

#### **What does an Orientation Leader do?**

As an Orientation Leader, you would provide guidance and information about USA to new students and their parents. The responsibilities of a leader include:

- Help with the facilitation of training and presentation of information during training
- Welcome new students and families to the university and assist them in the initial orientation registration and check-in
- Welcome prospective students and their families at two separate USA Days throughout the year
- Help coordinate and perform educational and entertaining skits for new students and families
- Prepare and conduct well-organized and thorough small group meetings with new students
- Assist students with academic advising & class registration
- Be respectful and supportive of all members of the Orientation Team
- Remain flexible at all times. Last minute change can and will occur at any time

#### **Mandatory Job Requirements**

If you are selected to serve as an Orientation Leader, you must commit to the following:

- Attend all required training sessions throughout the Spring 2012 semester
- Attend all USA Days:
  - Saturday, November 19, 2011
  - Saturday, March 10, 2012
- Actively participate in all Freshmen and Transfer Orientations
  - January 11 – 12, 2012 (Freshman and Transfer)
  - May 24, 2012 (Freshman and Transfer)
  - June 7 – 8, 2012 (Freshmen)
  - June 14 – 15, 2012 (Freshmen)
  - June 21 – 22, 2012 (Freshmen)
  - July 10 – 11, 2012 (Freshmen)
  - July 17 – 18, 2012 (Freshmen)
  - July 24 – 25, 2012 (Freshmen)
  - June 19, 2012 (Transfer)
  - July 20, 2012 (Transfer)
  - July 27, 2012 (Transfer)
  - July 31, 2012 (Adult)

- August 15 – 16, 2012 (Freshmen & Transfer)
- August 18, 2012 (JagFest)

### **What is the compensation?**

- Orientation Leaders will be paid an hourly rate for the Summer and Fall orientation sessions. Each leader will be furnished with an official university time sheet every two weeks. It will be your responsibility to keep up with all hours worked and return the signed timesheet back to the Office of New Student Orientation.

In addition, Orientation Leaders receive fringe benefits such as meals at all orientation sessions, shirts and other USA Orientation gear.

### **What type of training will be provided?**

All Orientation Leaders will be required to attend all training sessions, which will cover:

- New Student Orientation program information
- USA campus and resources information
- Oral communication skills
- Leadership skills
- Preparation for leadership positions outside Orientation Leader role
- Registration and enrollment procedures
- Working effectively with parents, peers, staff and faculty
- Giving campus tours
- Reviewing the academic advising procedure

### **What else should applicants know about the job?**

- An Orientation Leader must make a commitment to the program and to helping new students
- The work hours during each program are long, and in some cases, require overnight stays in the residence halls
- You must maintain high standards of ethical behavior and professionalism regarding new students/parents

### **What will I gain from being an Orientation Leader?**

- Personal satisfaction from helping new students and their parents
- Make friends with fellow staff members
- Opportunity to work with a diverse group of people
- Enhanced networking skills and abilities
- Leadership development/Organization skills
- Knowledge about USA history, policies, procedures, etc.
- Chance to assess and determine personal strengths and abilities

### **What is the Application Process?**

To be considered for the position, you must complete the following:

- Return completed application, along with the completed 'Question' section
- Submit one letter of recommendation
- Applications due by October 3, 2011
- Individual Interviews will begin October 6, 2011
- Successful candidates will be announced October 18, 2011

### **Questions?**

Should you have any further questions about the selection process or about the position, please contact the Office of New Student Orientation (Meisler Hall 2600) at 251.460.7093

***Thank you for your interest in the 2011 SouthBound Orientation Leader position!***