

# NEW STUDENT AND PARENT ORIENTATION 2016

## Peer Leader Application Selection Process

Thank you for your interest in the Orientation 2016 Peer Leader position! We are looking forward to another great New Student and Parent Orientation program.

### Within this application packet for a Peer Leader Position, you will find:

- selection process
- position description
- application
- authorization to verify academic and disciplinary standing
- recommendation forms (2)

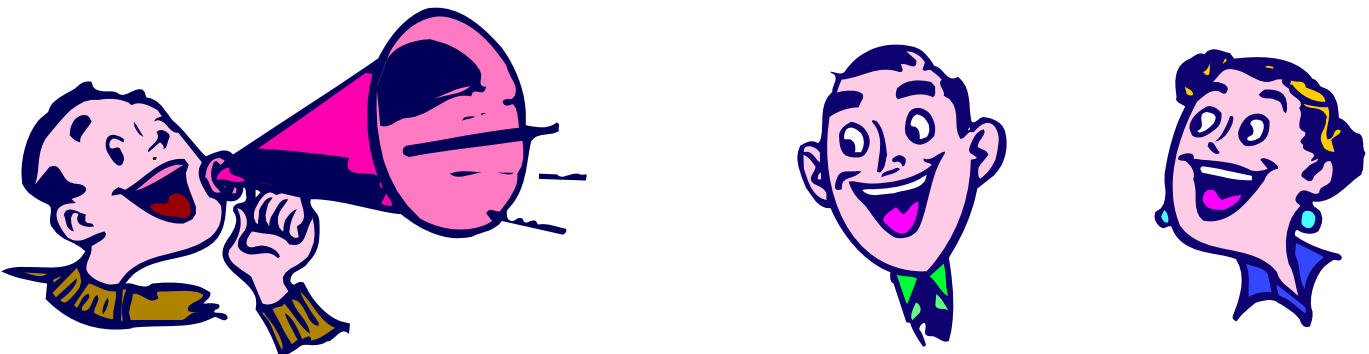
### Selection Process:

**References** – It is requested that at least one of your two references be a **current faculty or staff member** at Hendrix College. Also, please remember that it is not appropriate to submit references from family members (like your mother!). Also, please do not submit a reference from a current student at Hendrix College.

**Materials Due** - The entire application packet (your resume, the application form, and the two sealed envelopes containing recommendation forms) must be turned in by **Friday, January 22 at 4 PM.** to the Student Activities Office in the SLTC. If you choose to mail the packet, place it in campus mail by 10:00 a.m. on Thursday, January 21.

Please note that this is end of the **first week** back on campus in January...please **DO NOT** wait until the last minute to either turn in your app or ask people for reference letters.

**Interviews** - You will be able to sign up for an interview when you turn in your application.



# Orientation 2016 Peer Leader

## *Volunteer Position Description*

Candidates for this position will be expected to maintain a positive, service philosophy and have an appreciation for the legitimate and genuine representation of Hendrix College. They will assist the new students in succeeding at Hendrix College by aiding them in understanding and adjusting to their college experience. They will also be expected to serve as a catalyst for positive social interaction within their Orientation groups and beyond.

Peer Leaders have a profound influence on the development of new students at such an eager time of learning. It is crucial that members selected for this position exert a strong, positive influence. Any Peer Leader or Orientation Leader found to be exhibiting less than a positive, beneficial influence on the new students (including using alcohol/drugs or being under the influence at any time during Training or Orientation) will be dismissed from this position.

### Specific Responsibilities:

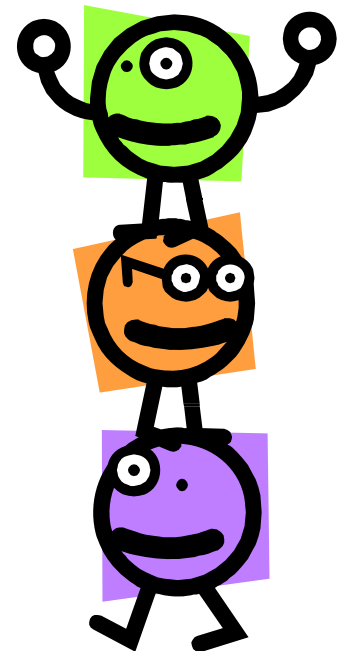
- Assist with interviewing and selecting the 2016 Orientation (OR) Leaders.
- Attend all Peer Leader meetings, which are usually held on Sunday evenings (early). *Dates TBA.*
- Assist with the planning of the Spring Orientation Retreat.
- Attend and participate in **Spring Orientation Retreat, Friday, April 15 - Saturday, April 16.**
- Assist in the planning and preparation for Fall training.
- **Attend and participate in Fall training sessions August 10-15, 2016.**
- Provide leadership and guidance to Orientation Leaders and new students while on their trip.
  - Manage the planned activities.
  - Responsible for all purchases utilizing College funds.
  - Encourage participation in evening group activities.
- Participate and encourage participation of other leaders and new students in all OR programs
  - Participate in stage performances, including Choices 101 Skits and Pep Rally Dance
  - Participate in daily events.
  - Assist in the evaluation of all Orientation programs and events.

### Skills, Abilities, and Experiences:

- *Previous Orientation experience preferred but not required*
- Excellent people skills
- Great leadership abilities and experience
- **Must be able to attend all training and Orientation programs.**
- **Minimum GPA 2.5**

### Personal Characteristics Helpful for this Position

- Ability to work with others
- Adaptability and flexibility
- Concern for others
- Ability to work with a diverse population of people
- Dependability
- Enthusiasm
- Friendliness and good social skills
- Self-confidence and assertiveness
- Strong verbal skills
- Ability to interact positively with peers and faculty members



# Orientation 2016 Peer Leader Application

Applicant's Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Cell phone # or reliable local phone#: \_\_\_\_\_

## **Submit a resume with this application packet**

On a separate sheet of paper, answer each question to the best of your ability. Make sure your references complete the reference form/letter and return it to you in a sealed, signed envelope. They can also e-mail the letter to [orientation@hendrix.edu](mailto:orientation@hendrix.edu).

1. Please explain why you have applied for this position and how you feel you can make a difference as a Peer Leader.
2. Please describe your ability to be both a leader and a team member. Please cite at least one example of your teamwork experience.
3. What specific skills and/or abilities will you bring to the Orientation program? How do you think those skills will help you in a somewhat "authoritative" role amongst your peers?
4. Peer Leaders are asked to be role models to their fellow peers on the OR team as well as incoming students. Please describe what this statement means to you and how you have or intend to portray it in your role as a Peer Leader.

### *Authorization to Verify Academic and Disciplinary Standing*

All student leadership positions require that applicants maintain certain levels of academic standing. The Peer Leader position also requires applicants to be in good standing with the College. Please indicate if you permit the Office of Student Affairs to verify that your academic and disciplinary records are in good standing. This form will be used only for the application with which it is enclosed.

*I authorize Student Affairs Staff members to verify my academic and disciplinary standing as required for this student leadership position.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Orientation 2016 Peer Leader Application Reference Form

**Section I:** (to be completed by the applicant)

Applicant's Name: \_\_\_\_\_  
(please print)

Applicant's Expected Graduation Year (circle one):      2017              2018              2019

Applicant's Current Address: \_\_\_\_\_  
Street or Box #

\_\_\_\_\_

City                      State                      Zip

Person Completing Form: \_\_\_\_\_  
(please print)

Relationship to Applicant: \_\_\_\_\_

Phone #: \_\_\_\_\_

### *Waiver of Access*

I, the applicant, understand that this reference is considered confidential and I waive my right to access the information provided on this form.

Applicant Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

**Section II:** (to be completed by the reference)

*The candidate for this position will be expected to maintain a positive, service philosophy and have an appreciation for the legitimate and genuine representation of Hendrix College.*

*The candidate will be the main leader on the Orientation trip and will supervise three orientation leaders. The candidate will assist new students in succeeding at Hendrix College by aiding them in understanding and adjusting to their college experience.*

*The candidate will also be expected to serve as a catalyst for positive social interaction within his/her Orientation group and beyond.*

Please write a recommendation letter addressing the questions below in regards to the applicant. Please return your letter to the applicant in a sealed, signed envelope or you can e-mail the letter to [orientation@hendrix.edu](mailto:orientation@hendrix.edu). You may also send the letter to the Orientation office via campus mail. **Peer Leader applications are due by Friday, January 22, 2016. We must receive your letter by this date.** Thank you for your time and consideration!

1. Identify your relationship to the candidate.
2. Keeping the above description of responsibilities in mind, discuss honestly about the candidate's ability to fill this role.
3. Please comment on the candidate's ability to make and follow through on personal and professional commitments and responsibilities.
4. Please comment on the candidate's ability to work individually and collectively with other team members.
5. Please describe the candidate's ability to communicate with others in an effective and appropriate manner.
5. Any additional comments.

**Orientation 2016 Peer Leader Application**  
**Reference Form**

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Zip

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