

## New Student Orientation 2020 Coordinator of New Student Orientation Programs

### *Position Description*

*Two Coordinator positions are available. The successful candidates will work directly with the Director of Student Activities to administer all aspects of the Orientation Program. Candidates will be expected to believe in and support the Hendrix College Student Affairs mission. Candidates must possess a positive attitude and service philosophy geared toward helping new students and parents become acclimated to Hendrix College.*

### **Specific Responsibilities:**

- Assist in the selection of the Peer Leaders and Orientation Leaders
- Assist in the training of the Peer Leaders and Orientation Leaders
- Assist in planning, coordinating, and implementing Winter Orientation in January 2020. Usually the first day of class.
- Represent Orientation office at Admitted Student Days (Mornings of Feb. 8, Feb. 22, Mar. 7, usually 7:45 AM – 9:00 AM)
- Plan, coordinate, and manage Peer Leader training meetings (2 Sunday afternoons in the spring)
- Plan, coordinate, and implement the Orientation Spring Retreat (April 17 & 18)
- Coordinate the Orientation Trip experiences (reservations, activities, payments, meals, etc.)
- Assist in the development of the New Student Orientation schedule
- Assist in the coordination and implementation of all activities during Orientation Week
- Assist with all advertisement and correspondence for Orientation Programs
- Assist in evaluating all Orientation Programs
- Assist in selecting Coordinators for Orientation 2021
- Other duties as assigned

### **Personal Characteristics**

We are looking for an experienced student leader that has had proven and continued success in other campus and/or community endeavors. This student needs to be recognized by their peers and the college administration as dependable, honest, and able to communicate effectively with their peers. This student leader needs to be comfortable with being in a position of authority and who knows how to effectively model responsible behavior. In addition to the above, we are looking for a student leader who is enthusiastic and able to build relationships with all sorts of personalities. This person needs to know how to energize and encourage their peers into action.

**Skills, Abilities, and Experiences:**

- Previous involvement in Orientation programs as either an Orientation Leader or Peer Leader is preferred, but not required
- If applicant has not served as Orientation staff member, the applicant must have demonstrated competency in other campus leadership endeavors
- Excellent organizational and customer service skills
- Competent with PC computers, Excel, Word
- Minimum GPA of 3.0

**Anticipated Employment Dates:**

- November 6, 2020 – September 11, 2020

**Compensation:**

Coordinators will each earn a \$500.00 stipend to be paid during the spring of 2020. Then, a stipend of \$4450.00 will be paid on a bi-weekly basis over the summer months through early September.

**Application Process:**

- Complete the Coordinator of New Student Orientation application packet.
- If you are currently studying abroad or in another state, you may turn in all your materials electronically. We will set up a Skype session for your interview.
- Application materials are due October 25, 2019 by 4:00 p.m. in the Student Activities Office in the SLTC.

# Coordinator of New Student Orientation Programs

## Selection Process

Thank you for your interest in the position of Coordinator of New Student and Parent Orientation Programs. Make sure you complete the following materials and return them to the Student Activities Office by **4:00 p.m. on Friday, October 25<sup>th</sup>**.

**Within this application packet for the Coordinator Position, you will find:**

- selection process
- position description
- application
- authorization to verify academic and disciplinary standing
- Recommendation letters (2) *\*\*at least one recommendation letter should come from a faculty member\*\**. Please **do not include** recommendation letters from fellow students.

### **Selection Process:**

**Materials Due** - The entire application packet (your resume, cover letter, the application form, and the recommendation letters in sealed envelopes) must be turned in by **October 25<sup>th</sup>** to the Student Activities Office. Electronic applications must be turned in by the same date at 4 PM.

**Interviews with the selection committee** –Please coordinate an interview time with Tonya when you turn in your application.

It is our goal to have all interviews and a decision made (including notifications) by November 6<sup>th</sup>.

**Employment** – Each selected individual will be required to sign a Letter of Intent clarifying job expectations, including dates of employment and necessary commitments.

*Please note that the selection committee reserves the right to re-open the application process at any time in the selection process should there be a need for further review of potential candidates.*

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

Hendrix ID#: \_\_\_\_\_

Pronouns: \_\_\_\_\_

Cell phone #: \_\_\_\_\_

**Your application packet should include:**

**(1) a resume and cover letter**

**(2) answers to the essay questions below**

**(3) completed reference letters in a sealed, signed envelope**

**This packet is due Friday, October 25<sup>th</sup> at 4:00 p.m.**

**Be sure to sign the appropriate “Confidential” or “Non-Confidential” statement on your Reference Forms.**

On a separate sheet of paper, answer each question to the best of your ability.

1. Explain why you are applying for this position. How do you want to make an impact on our campus?
2. When thinking about the different aspects of the coordinator role (the planning of the trips and all the ins & outs of managing a group of your peers), what aspect of the role do you feel you will be most challenged by and how do you think will overcome it.
3. In your own words, define the ideal New Student and Orientation program. Include, but do not limit your response to, program goals, strategies, and outcomes. What topics (both social and academic) should be addressed during the week and how should we address them? This should also include any changes you would consider making to all aspects of Orientation (team selection, training, programs, education, trips, etc.)

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

*All student leadership positions require that applicants maintain certain levels of academic standing. As such, the Coordinator of New Student Orientation position requires applicants to be in good standing with the College. 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*

\_\_\_\_\_  
*Hendrix Student I.D. Number*

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

\_\_\_\_\_  
*Date*

**New Student Orientation  
Reference Form**

**Section I** (completed by the applicant)

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

Applicant's Academic Classification: \_\_\_\_\_

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

Person Submitting the Reference Letter: \_\_\_\_\_  
(please print)

Title and/or Relationship to Applicant: \_\_\_\_\_

Cell phone #: \_\_\_\_\_

**Waiver of Access**

**Complete one:**

**Confidential**

I, the applicant, waive my right to access the information provided on this form.

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

**OR**

**Non-Confidential**

I, the applicant, do not waive my right to access the information provided on this form.

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

**Section II:** (please give this to the person writing your reference letter)

Orientation Coordinator Position Description/Qualifications

*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 assist in creating the New Student Orientation Program for the entering class of 2024. The candidate will be expected to represent Hendrix College and the Office of Student Affairs in a professional manner through interactions with both new students and parents.*

*We are looking for an experienced student leader that has had proven and continued success in the classroom and other campus and/or community endeavors. This student needs to be recognized by their peers and administration as dependable, honest, and able to communicate effectively with their peers. This student leader needs to be comfortable with being in a position of authority and who knows how to effectively model responsible behavior and to confront their peers when they are not doing the same. In addition to the above, we are looking for a student leader who is enthusiastic and able to build relationships with all sorts of personalities. This person needs to know how to energize and encourage their peers into action.*

*The selected candidate will work with the Director of Student Activities to coordinate all aspects of the Orientation program from selecting, training and evaluating the Peer and Orientation Leaders to planning the trips, producing correspondence materials, and managing all the events during the week of Orientation.*

Your letter should elaborate on how the candidate fits into the position description posted above. If possible, please also comment on:

- the candidate's ability to follow through on personal and professional commitments and responsibilities
- ability to work individually and collectively with other team members and complete assigned tasks in a timely fashion
- ability to communicate with others

Please give your recommendation letter to the applicant in a sealed, signed envelope. Thank you for your time and consideration. Coordinator applications, including this reference, are due to the Student Activities Office (via the candidates) by **4:00 p.m. on Friday, October 25<sup>th</sup>**.

If you have any questions at all, please do not hesitate to contact Tonya Hale at [hale@hendrix.edu](mailto:hale@hendrix.edu).

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

**Waiver of Access**

**Complete one:**

**Confidential**

I, the applicant, waive my right to access the information provided on this form.

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

**OR**

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