2013 Orientation Team Application
for New Student Orientation

Penn State University is changing the way we welcome new, first-year students and we want you to be a part of the team! The Office for Student Orientation and Transition Programs is looking for enthusiastic, resourceful, motivated students for its Orientation Team for NEW STUDENT ORIENTATION. New Student Orientation is a new, overnight program for all incoming first-year students. New Student Orientation replaces FTCAP as the orientation program.

Orientation Team Responsibilities
- Represent Penn State in a positive way and serve as a role model for new students
- Attend and participate in all interview and training sessions
- Available to work all New Student Orientation sessions throughout the summer
- Participate with professional staff in the presentation of academic and student affairs content to incoming students, parents, and families
- Support the Orientation office staff in a variety of capacities
- Respond to questions from new students and parents/families with honesty and professionalism
- Be punctual, reliable, and conscientious in all areas of responsibilities

Selection Process
- Submit a paper application to 102 Wagner Building or 209 HUB-Robeson Center (electronic copies will not be accepted)
- Attendance at an Information Sessions is highly recommended
- Pay attention to the important dates and times, including training dates
- The Group Interview is required for all applicants
- You will be contacted via phone if you are selected for an Individual Interview

Qualifications for all Orientation Team Members
- Completed at least one year at Penn State University Park by May 2013
- Penn State undergraduate student for the Fall 2013 semester
- Participated in academic and co-curricular activities at Penn State University Park
- In good judicial and academic standing with the University

<table>
<thead>
<tr>
<th>IMPORTANT DATES AND TIMES:</th>
<th>Application Deadline</th>
<th>102 Wagner Building or 209 HUB-Robeson Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, January 23 - 5:00pm</td>
<td>Group Interview</td>
<td>HUB-Robeson Center</td>
</tr>
<tr>
<td>Saturday, January 26 - 10:00am – 2:00pm</td>
<td>Individual Interviews</td>
<td>102 Wagner Building</td>
</tr>
<tr>
<td>February 4 -8 - By Invitation</td>
<td>Offers Made - via phone</td>
<td></td>
</tr>
<tr>
<td>Week of February 18</td>
<td>Training Session</td>
<td></td>
</tr>
<tr>
<td>Saturday, March 16 - 9:00am – 5:00pm</td>
<td>Training Session</td>
<td></td>
</tr>
<tr>
<td>Thursday, April 11 - 7:00 – 10:00pm</td>
<td>Training Sessions</td>
<td></td>
</tr>
<tr>
<td>May 13 – 17 - 8:00am – 5:00pm</td>
<td>New Student Orientation</td>
<td></td>
</tr>
<tr>
<td>May 19 – July 19</td>
<td>New Student Orientation</td>
<td></td>
</tr>
<tr>
<td>August 19 -23</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Best Summer Ever - Orientation Team 2013
Orientation Team Positions

- There are two orientation positions. You may apply to one or both positions, but will only be selected for one. Please indicate the position(s) that best matches your interests, talents, and availability.

Orientation Associate (OA):
- **Job Description:** Coordinate registration for each session, provide logistical support, answer phones and email, and support the orientation office in preparing student records and files.
- **Skills:** Positive customer service, detail oriented, problem solver, interpersonal communication
- **Time Commitment**:  
  - Sundays – Fridays  
  - May 13 – August 31 (plus March training session)  
  - 25-30 hours/week; typical daily schedules - 6:30am – 12:30pm or 7:30am – 3:30pm  
  - Potentially able to take an afternoon summer class with office approval

Orientation Leaders (OL):
- **Job Description:** Lead small groups of new students, help students and families learn about the Penn State community, involvement, and academic planning in a classroom setting.
- **Skills:** Public speaking, small group leadership, interpersonal communication
- **Time Commitment**:  
  - Sundays – Fridays  
  - May 13 – July 19 (plus March & April training sessions) and August 19 - 23  
  - 40 hours/week; daily schedule varies – 3:00 – 11:00pm; 7:00am – 3:00pm; or 8:30am – 4:30pm  
  - Not able to take summer classes

*Orientation sessions begin on Sunday afternoons. All Orientation Team members must be available to work on Sundays.

In addition, applicants should demonstrate evidence of:

- Ability to be flexible while working in a demanding, fast-paced work environment
- Familiar with: living and learning in a diverse community; negotiating difficult choices; consequences of high-risk behaviors; meeting academic demands; strategies for maximizing the Penn State experience; development of educational plans that will improve individual decision making concerning majors, courses, and out-of-classroom activities
- Working knowledge of University academic structure and various resources
- Ability to work with diverse populations
- High levels of maturity exhibited through sound judgment, emotional stability, flexibility and willingness to accept responsibility
- A warm, supportive and non-judgmental attitude
- Strong communication and interpersonal skills through proven ability to interact effectively with others one-on-one, in large groups and online

Compensation and Benefits

- $8.50 per hour
- Enhance leadership and communication skills
- Develop an even greater sense of Penn State pride
- Meet new friends and work with highly motivated and spirited individuals
- Increase understanding of careers in higher education
- Make a difference in the lives of new students and families
- Be a part of Penn State history as a member of the first Orientation Team

Please note: Housing is not provided. Housing is available for rent on campus and in the State College area.

Questions

Cyndy Biek  
Office for Student Orientation and Transition Programs  
102 Wagner Building  
814.865.4178  
orientation@psu.edu

Best Summer Ever - Orientation Team 2013
2013 Orientation Team Application
Due: January 23 @ 5pm, in 102 Wagner Building or 209 HUB-Robeson Center

Contact Information (please print)

First Name: ___________________________ Preferred Name: ___________________________
Middle Initial: _______ Last Name: ___________________________
Local Address: _______________________________________________________
Phone: ________________ PSU e-mail: __________________ Student ID Number: ________________

Academic Information (please print)

Major(s): ___________________________________________ Cumulative GPA: ________________

Class level for 2013-2014 academic year: (please circle one)

Sophomore    Junior    Senior    Super Senior

Circle which position(s) interest you: (please circle one or both)

Orientation Associate    Orientation Leader

Additional Information

1. Please attach a resume.

2. On separate paper, please answer the following questions (maximum of two typed pages).
   
   A. What interests and excites you about this position?
   
   B. Please describe your current Penn State activities and leadership roles.
   
   C. Describe the qualities you possess that will enable you to be a successful student leader.
   
   D. In one sentence, what would be your advice for new Penn State students?
   
   E. Identify three concerns or adjustment issues you faced during your first year at Penn State. How did you deal with these issues and how can you help future Penn State students tackle similar challenges?
   
   F. Please list time commitments for this summer (i.e. classes, travel, and/or work).

3. Please list contact information for at least two references. One reference must be a Penn State faculty or staff member.

   Name: ___________________________   Name: ___________________________
   Relationship: _____________________   Relationship: _____________________
   Phone: ___________________________   Phone: ___________________________
   E-mail: ___________________________   E-mail: ___________________________
   Reference Address: ___________________________   Reference Address: ___________________________

By submitting this application you are giving us permission to verify your academic and judicial standing.