



2012 FTCAP & Welcome Week Student Leader APPLICATION

The Division of Undergraduate Studies and the Division of Student Affairs will employ seven (7) enthusiastic, mature, and resourceful students as leaders for the 2012 First-Year Testing, Consulting, and Advising Program (FTCAP).

MAY 14–JULY 12, and AUGUST 20–24, 2012 (plus additional training sessions)

Two (2) of the above FTCAP leaders will be hired to work in FTCAP and assist in welcome week preparations.

MAY 14–SEPTEMBER 7, 2012

Positions

- **FTCAP ONLY:** Five (5) students will be hired to work a 25- to 40-hour work week (typically 7:00 a.m.-1:00 p.m.) during FTCAP.
- **FTCAP & WELCOME WEEK:** Two (2) students will be hired to work a 25- to 35-hour work week (typically 7:00 a.m.-1:00 p.m.) during FTCAP and Welcome Week (typically 9:00 a.m.–3:00 p.m., depending on class schedules).

FTCAP: Roles and Responsibilities

- Attend and participate in all training sessions
- Be available to work all FTCAP sessions
- Participate with professional staff presenting academic and student life content to incoming students in a classroom session
- Assist professional staff in giving presentations to parents and families of incoming students
- Support the FTCAP office staff in a variety of capacities
- Respond honestly and professionally to questions from new students and parents/families
- Represent Penn State in a positive way and serve as a role model for students
- Be punctual, reliable, and conscientious in all areas of responsibility

Welcome Week: Roles and Responsibilities

- Fulfill FTCAP roles and responsibilities mentioned above
- Assist in preparing for welcome week activities
- Advertise and promote events
- Provide office support and work during events
- Recruit and assist in the training of student volunteers
- Prepare materials for orientation events

Application Checklist:

- Confirm that all dates and times work for your schedule; including summer travel and classes.
- Review positions and responsibilities.
- Submit application to 209 HUB.
- Attend group interview – dress is casual – required for ALL applicants.
- Applicants selected for an individual interview will need to prepare a 3- to 5-minute presentation about the most important issues facing new students. Dress is business casual.

Important Dates:

Thursday, January 26 - 5:00 p.m.

Application deadline
209 HUB-Robeson Center

Saturday, January 28 - 9:00 – 11:00 a.m.

Group interview
(for **ALL** applicants)
129abc HUB-Robeson Center

February 22 & 23

Interviews for selected candidates only

February 27

Offers made

March 31 – 10:00 a.m. - 12:00 noon

Training session

April 17 - 7:00 – 9:00 p.m.

Training session

May 7-11

All-day training sessions

May 14 – July 12*

August 20 – 24

January 5, 2013

FTCAP dates

July 23 – September 7

Welcome Week dates

**No Summer FTCAP: May 16, 28; June 13; July 4*

Qualifications

- Will have completed at least one year at Penn State University Park or at least one year at a Commonwealth Campus and one semester at University Park
- Will be a Penn State undergraduate student for the fall 2012 semester
- Participated in academic and co-curricular activities at Penn State University Park
- Is in good judicial and academic standing with the University
- Is knowledgeable about:
 - 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
 - developing educational plans that will improve individual decision making concerning majors, courses, and out-of-classroom activities

In addition, applicants should demonstrate evidence of:

- A strong work ethic and leadership skills
- Working knowledge of University academic structure and various resources
- Ability to work with diverse populations
- Maturity, sound judgment, emotional stability, flexibility, and willingness to accept responsibility
- A warm, supportive, and non-judgmental attitude
- Strong communication/interpersonal skills and ability to interact effectively with others

Compensation and Benefits

- \$8.50 per hour
- Enhance leadership and public speaking 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 their families

Please note: Housing is not provided

Questions

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www.studentaffairs.psu.edu/newstudents

2012 FTCAP & Welcome Week Student Leader Application

Due: Thursday, January 26@ 5:00pm in 209 HUB



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 2012-2013 academic year: (please circle one)

Sophomore Junior Senior Super Senior

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

FTCAP: May-July & August (25-40 hrs/wk)

FTCAP & Welcome Week: May-Sept (25-35 hrs/wk)

Additional Information

1. Please attach a resume.
2. On separate paper, please answer the following questions (no more than 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).
 - G. **Welcome Week Applicants ONLY:** If you could change one thing about Welcome Week, what would you change and why?
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.