



Queens College

City University of New York

STUDENT LIFE OFFICE
Student Union 320

718 997-3970 (TEL)
718 997-3972(FAX)

HEAD ORIENTATION LEADER APPLICATION

Form must be completed by, January 5

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Cell Phone: _____

E-mail: _____

College (s) attended: _____

Check One: Male Female | Class Standing: Sophomore Junior Senior

Major(s): _____ Minor(s): _____

Other Areas of Interest: _____

Why did you choose Queens College? Please share any information related to your decision to attend Queens College, including academic experience and interests, family history, financial considerations, etc.

Describe Your Queens College Experience:
(Include experience with classes, orientation, clubs and organizations, departments and campus events)

Signature: _____ Date: _____

Please return this form to the Student Life Office, SU 320



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POSITION DESCRIPTION:

HEAD ORIENTATION LEADER

RESPONSIBILITIES . . .

- Assist in all facets of the planning, preparation, and execution of Orientation (attend monthly coordinating meetings);
- Assist with the supervision, mentoring, and development of Orientation Leaders (participate in the selection and training process);
- Manage the Orientation Leader related correspondence;
- Coordinate phone calls and emails to new students
- Collating program materials
- Assembling program packets
- Assisting with data entry
- Running errands
- Acquaint new students and their parents with academic opportunities and procedures, and with campus services, activities, and facilities (including campus tours and class registration);
- Coordinate and implement orientation training and development for the staff of the Orientation program (5 training sessions);
- Attend Orientation (May 27, June 3, June 10, June 17, June 24, a possible July 1 or 8, and the Welcome Program on August 27);
- Participate in the evaluation and follow-up process.
- Assemble a team of orientation leaders to volunteer at the Homecoming program.

QUALIFICATIONS . . .

- Understand and believe in the purpose and goals of Orientation;
- Must have been involved in three or more orientations last summer.
- Demonstrate a professional demeanor;
- Possess strong organizational skills and extreme attention to detail;
- Be able to work independently, yet feel comfortable organizing or directly participating in large group events;
- Excellent communication skills, both oral and written, and an understanding of group dynamics;
- Relate well to students, parents, faculty, and administrators;
- Possess maturity, patience, a sense of responsibility, and a willingness to assist students;
- Ability to appropriately lead and supervise undergraduate staff;
- Must be flexible to the unique and erratic schedule of the Orientation sessions;

Time Commitment . . .

- The term of employment will be from February 1, through October 1, 2009.
- Coordinator will work all Orientation sessions scheduled.

REMUNERATION . . .

- Remuneration for this position is \$ 1000.00;
- Early registration for the fall 2009.
- Some meals are provided during training and while Orientation sessions are in progress;