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| Blazer_Beginnings_Email-Signature png | 2022  Blazer Beginnings New Student Orientation |

# Orientation Leader (OL) Application Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Applicant Information

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| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  |  |  |
|  | Last | First | VSU ID# |  |  |

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| --- | --- | --- | --- | --- |
| Local Address: | |  | |  |
|  | | Street Address | | Apt# |
|  |  | |  | | |  |
|  | City | | State | ZIP Code | |

|  |  |  |  |
| --- | --- | --- | --- |
| Cell Phone: |  | VSU Email | @valdosta.edu |

Do you live on or off-campus? YES NO VSU Hall \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| Are you currently enrolled with at least 12 credit hours? | YES | NO | What is your academic major? |  |  |

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| --- | --- | --- | --- | --- |
| Are you currently employed on campus? | YES | NO | Off-campus? | Where? |

|  |  |  |  |
| --- | --- | --- | --- |
| Will you graduate AFTER Spring 2023 | YES | NO | Academic Classification: FR SOPH JR SR |

## History

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| --- | --- | --- | --- |
| Home Town |  | : | High  School |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Employment |  |  |  |  | Date |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Previous Employment |  | Date: |  |

## Campus Reference

Please list one on-campus professional reference.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Relationship: |  |
| Campus Department |  |  |  |

The Orientation Leader (OL) position exists within the Blazer Beginnings Orientation Program to welcome and acclimate new students to the campus during new student orientations. OLs will play a vital role in helping facilitate the transition of new students by providing students and their families information about University programs and services. Through a variety of experiences and opportunities, OLs have the power to make a positive and lasting difference in the VSU community. OLs serve as group leaders, role models, liaisons between campus departments and academic colleges, and as overall peer educators.

**Additional Orientation Leader (OL) Qualifications & Requirements**

* *Length of Role:* this position begins at the time of hire in mid-February and concludes the first week of the fall term. OL team members are required to perform OL duties on one date in November for the Spring 2023 new students. (TBA)
* *OLs are expected to fully participate* in the following commitments: All scheduled summer and fall orientation session dates. Spring Training: February – May 7th, 2022 (in-person once per week from 7am-8am). Possible Weekend Retreat: In April – dates TBD (at off-campus location - housing/transportation provided). Other required trainings or events as needed (advance notice will be given).
* *Summer Orientation Programs*: Students should be to prepared to work several hours Monday-Saturday over the course of the Summer months, May through August. These sessions begin around 7:00am and conclude around 5pm depending on assigned shifts. Session dates listed in application.
* *ADDITIONAL OPPORTUNITIES*: Throughout the duration of employment, students may have the limited opportunity to partake in additional programs and initiatives, including but not limited to Weeks of Welcome, campus tours, and campus move-in dates. Other required trainings or events as needed (advance notice will be given).
* *SUMMER CLASSES:* OLs are not allowed to take in-person classes during any of the Summer Terms. If an OL is considering an online course, it cannot require them to miss any part of a scheduled program and cannot impact job performance in any way.
* *ATTIRE:* OLs will receive various apparel items for orientation days. Uniforms are the property of Blazer Beginnings Orientation Programs and must be returned to the office promptly upon vacating the position for any reason, including dismissal. OLs should wear all appropriate parts of the uniform (close-toed shoes, polo, khaki pants/shorts, VSU Orientation jacket, etc.), and cannot wear clothing that is dirty, ripped, inappropriate, or affiliated with any campus organization.
* *ACADEMIC AND CONDUCT STATUS*: OLs must maintain a minimum cumulative 2.5 GPA throughout employment and be in good academic and judicial standing with the university.
* *TIME OFF:* Orientation Leaders will have the opportunity prior to the start of summer to request some days off. The final decision with approving this time off will be that of the BBO staff. After the work schedule has been finalized, time off will be limited to an emergency basis only.
* *OTHER EMPLOYMENT:* Throughout the main summer orientation season (May – August), students cannot have additional hourly, on-campus employment without prior approval from the BBO staff. Any considerations must be presented to BBO Staff before applying. Additionally, it is recommended that OLs DO NOT hold other off-campus employment during summer orientation programs from May until late August that will interfere with the session dates and times of the program. Should off-campus employment be absolutely necessary, OLs must schedule other responsibilities around their OL job duties and be sure that it does not require them to arrive late, leave early, or miss a scheduled event, training, or orientation program. Any outside work cannot impact job performance of the OL role.

**The Following Is a Summary of the Expectations of the OL Team Member in this Role:**

* Welcome new students and their families to VSU and assist them with check-in
* Develop a rapport with new students and their families, especially with those in your small groups
* Help new students assimilate, feel welcome, and get involved in the VSU community
* Be available and willing to answer questions of students and families throughout each program
* Prepare and conduct well-organized, thorough small group meetings and campus tours for new students and families
* Assist students with designated academic times of the day
* Communicate information to students about academic resources and student activities/services available at VSU
* Educate students about their responsibilities at VSU by explaining university policies and procedure
* Share the privileges and responsibilities that come with being part of the VSU community and the role each of our new students plays in contributing to a safe and inclusive university environment
* Assist academic advisors with providing students an understanding of academic requirements
* Share relevant information and deadlines in order to ease students’ transitions into VSU campus
* Attend all training sessions and scheduled meetings
* Be punctual to all orientation activities including trainings, meetings, and orientation programs
* Fully participate with a positive attitude in all assigned duties of orientation and take initiative with unanticipated tasks
* Complete all tasks requested by the professional and office staff to ensure the program proceeds smoothly/effectively
* Set up and take down all orientation materials prior to the start and end of each program
* Maintain regular communication with supervisors and promptly discuss situations that warrant their attention or action
* Assist all presenters at scheduled programs, meetings, and sessions throughout orientation
* Be supportive and inclusive of all staff members on the orientation staff and of new students and their guests
* Respond appropriately to feedback and evaluations
* Remain flexible at all times to help calmly manage unexpected changes

**2022 Blazer Beginnings Orientation Session Dates**

**Wednesday, May 18 Friday, May 20 Thursday, June 2 Friday, June 3 Friday, June 10**

**Saturday, June 11 Thursday, June 23 Friday, June 24 Saturday, June 25 Friday, July 15**

**Saturday, July 16 Friday, July 22 Saturday, July 23**

**Interview Process**

Once your application is reviewed, you will be contacted to set up an interview. Interviews are required of all selected applicants. Interviews are individual and will take place during January and mid-February. Second interviews may be required. If necessary, an interview may be more appropriately conducted via TEAMS or ZOOM.

**Compensation:** OLs will paid an hourly rate in the range of $7.25-$8.50; to be discussed during the interview process. All applicable taxes apply to compensation paid. OLs can anticipate to work a minimum of 15 hours per week and up to 39 hours within a 2-week pay period.

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. I give my permission for a designated administrator of the Orientation Leader Program to check my academic and judicial records to determine my eligibility. Applicants will be subject to a background check as established by the University.*

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

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| Signature: |  | Date: |  |

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*Office Use:*

Interview Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Follow-up Contact Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_