

Kennebec Valley Community College 2009 Orientation Leader (OL) Application



**Branch Out!
KVCC New Student Orientation
2009**

This application includes:

OL Job Description & Timeline for Hiring (yours to keep)
Orientation Application (due 4/15)
Reference Forms (due 4/15)

*Completed Applications are due by 4:30pm on Wednesday, April 15th in 113A King Hall

Orientation Leader (OL) Job Description & Hiring Timeline

OL Job Description:

The Orientation Leader (OL) is often the first person a new student will connect with to learn about the college. OLs help new students feel more comfortable about the college transition by answering their questions about the college and college life. Additionally, the OL helps new students bond with other students through a series of activities.

Specifically OLs are:

- Leading and addressing groups in a comfortable manner
- Interacting with students and family members
- Upbeat and Positive Representatives of the College
- Respectful & Professional
- Leading campus tours
- Answering easy (and sometimes difficult!) questions
- A resource for the student should you not know the answer
- Engaging students through a variety of means such as icebreakers, skits, etc.
- **Expected to be available for: 2 trainings prior to the sessions, 5 out of the 7 scheduled summer sessions, and for First Year Community Day (Thursday, August 20th)**



Hiring Timeline:

Wednesday, April 1st-April 15th → Applications Available

Wednesday, April 15th → Applications Due by 4:30 p.m.

Monday, April 20th-Friday, April 24th → OL Interviews (by invitation) will be conducted

May & June Training (T.B.A)

Keep this sheet!

2008 New Student Orientation Orientation Leader Application

Instructions: Please type or neatly print in blue or black ink.

Name: _____

Contact Number Preferred: _____

KVCC Email (required) _____

Address _____

Program/Major: _____ Expected Graduation Date: _____

Cumulative GPA: _____ (OL's must be in good academic standing, 2.0 or higher)

T-Shirt Size: _____ (Unisex Sized)

Please **attach your spring schedule** as this will be used to determine an interview time for you.

Please circle which orientation days/times you would be available to work.

*Successful candidates **must be able to commit to 5 out of the 7 times** as well as be present at a May & June OL training & Community Day (August 20th)*

9:00am -12:00pm, June 23rd (Tuesday)

2:00pm-5:00pm, June 23rd (Tuesday)

9:00am-12:00pm, July 22nd (Wednesday)

2:00pm-5:00pm, July 22nd (Wednesday)

9:00am-12:00pm, August 13th (Thursday)

2:00pm-5:00pm, August 13th (Thursday)

6:00pm-9:00pm, July 15th (Wednesday)

Short Answer Questions: Please type your responses to a separate piece of paper.

1. What was your greatest challenge your first year at KVCC? Be specific and describe how you overcame this challenge and what you learned from the experience.
2. Please describe jobs you have held in the past (or currently) that would contribute to your role as an Orientation Leader:

3. What song best describes your personality and why?
4. List your involvement in campus and community activities. How have they been beneficial to your growth and development?
5. List three services/offices you've utilized at KVCC and what your experiences were like with them.

References: Please provide two professional KVCC references (using the enclosed reference form). Some good references might be Faculty Advisors, Instructors, Staff and Administration. Two reference forms are included in this packet.

Remuneration & Benefits:

- Refreshments at OL trainings
- Lunch for those working a double NSO
- Orientation Leader T-Shirt to keep
- \$100 KVCC Bookstore *or* Food for Thought Café gift certificate @ end of all NSO Sessions
- Extensive Leadership Experience and On-Campus Networking Skills

As a KVCC employee you are expected to conduct yourself in a professional manner and ethical manner at all times when interacting with our new students & families. Failure to do so may result in immediate removal from the program and the position. At time of hire you will be asked to sign an Orientation Leader behavioral contract.

Sign _____ Date _____

Kennebec Valley Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on, these bases may be directed to: Affirmative Action Officer, John Delile, Frye Building, 92 Western Ave, Fairfield, ME 04937, (207)453-5123, Fax (207)453-5010, jdelile@kvcc.me.edu



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2008 Orientation Leader Reference Form

Office of Student Development
113A King Hall
453-5040

Reference Checklist for Applicant

- ___ Complete this page.
- ___ Give a reference form to each reference (including this page).
- ___ Ensure references (or yourself, the applicant, return the completed reference forms to Michelle Gayne in the Office of Student Development by April 15th

Section A - To be completed by applicant

Name of Applicant: _____ Phone _____

Reference Name: _____ Phone _____

The *Family Rights and Privacy Act of 1974* provides the student with a right of access to this form. This right may be waived, but no school or person can require the student to waive this right. Please check one of the two statements and sign below.

CONFIDENTIAL: The applicant waives his or her right to review this reference form.

NOT CONFIDENTIAL: The applicant reserves the right to review this reference form.

Signature of Applicant _____ Date _____

Section B - To be completed by the evaluator

This student is applying for the position of New Student Orientation Leader at KVCC. Orientation Leaders are responsible for welcoming new students to our college. They lead campus tours, conduct small group activities, and represent KVCC in all aspects.

Evaluator Name: _____ Position Title: _____
Student Name: _____

1. How long have you known the applicant?
2. In what capacity do you know the applicant?
3. Please rate this student by circling the appropriate responses below:

	<u>Poor</u>	<u>Below Average</u>	<u>Average</u>	<u>Above Average</u>	<u>Excellent</u>	<u>Not Applicable</u>
Communication skills	1	2	3	4	5	n/a
Dependability	1	2	3	4	5	n/a
Ability to work on a team	1	2	3	4	5	n/a
Punctuality	1	2	3	4	5	n/a
Initiative	1	2	3	4	5	n/a
Positive Attitude	1	2	3	4	5	n/a
Responsibility	1	2	3	4	5	n/a

4. What qualities do you think this student has that will make them a positive representative of KVCC?

-----**PLEASE FILL OUT THE BACK SIDE OF THIS FORM**-----

5. Please make any additional comments you feel are important, listing special strengths or areas of concern. *Feel free to attach a separate letter or email supporting documentation to Michelle Gayne at mgayne@kvcc.me.edu*

6. Please check one of the following boxes:

- I highly recommend this student for the Orientation Leader position.
- I recommend this student.
- I recommend this student with reservation.
- I do not recommend this student.

Signature _____ Date _____

May we contact you if we have any questions? Yes _____

No _____

Preferred Phone Number: _____



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