Western New England University
Summer Orientation and Registration
Orientation Group Leader Application Information

To support new students in their transitions, SOAR was created in 1984. Since that time, it has become an integral notable part of the first year program. The essential purpose of SOAR is to provide entering students and parents with requisite information and structure for effective adjustment to the university environment and create a realistic perspective on corresponding academic and social demands. SOAR is most about setting the stage for academic readiness and community integration.

With a companion parent program, SOAR involves a series of four two-day sessions. Transfer students may elect to participate in the regular SOAR program or can elect to participate in a “registration day” during which only the essentials of course registration are addressed.

<table>
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<tr>
<th>SOAR is scheduled</th>
<th>June 23-24</th>
<th>July 1-2</th>
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<tr>
<td></td>
<td>July 7-8</td>
<td>July 16-17</td>
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<tr>
<td>Transfer Registration Day</td>
<td>July 13</td>
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The term of service for orientation group leaders is expected to begin on or about June 5th and conclude on or about July 24. Given the nature of the SOAR program, OGLs must be able to dedicate themselves fully to the program. The latter responsibilities are outside the employment framework of OGL. Hence, other commitments during the period of June 5-July 24 will be difficult to manage without conflict. Long hours over a sustained period are expected with little expectation of time off. Additionally, there will be unpaid training sessions throughout the spring semester. OGLs not otherwise named to another leadership position within the context of Transitions should also be able to commit to the Transitions Program, specifically August 27.

Preferred qualifications for application as an Orientation Group Leader include the following:

- cumulative grade point average of 2.70
- preferred completion of two semesters by May 2020
- availability without conflicting commitments between June 5-July 24, August 27
- demonstrated organizational and interpersonal skills
- better than average awareness of university programs and services
- prior student leadership or equivalent training experience
- proficient with Microsoft Excel, Access, PowerPoint and media software
- ability to relate to students from a variety of backgrounds and abilities
- willingness to speak in front of groups and facilitate interactive discussions
- strong oral and interpersonal communication skills

Among OGL responsibilities, primary attention is directed at the following areas.

- serve as an information resource for parents and students while modeling solid citizenship
- initiate conversation and promote interaction between students and parents
- participate in designated content sessions for students and/or parents
- host session presenters and introduce session content to participants
- manage SOAR program reservation system
- design and prepare a multimedia presentation on student life
- supervise residency facilities and leisure time activities
- assemble and verify program materials and compile program evaluations
- possess understanding of transitional issues of new students
- maintain confidentiality of students; maintain appropriate relationships with new students

Orientation Group Leaders are supervised by the Dean of First Year Students and Assistant Director for First Year Student Success. OGLs are paid hourly at minimum wage and will earn overtime for all hours worked over 40 in a week. On campus housing is required and included from June 5th-July 24. Additional housing costs outside this time period are not included. Board is included only during the time meals are served for SOAR. For additional information, contact Dean Jarzabski or Alyssa Caliguri.
NAME: ___________________________________________________________________________

LOCAL ADDRESS: __________________________________________________________________

CELL PHONE: ______________________________ E-mail: ________________________________

CREDITS COMPLETED: _______ CREDITS IN PROGRESS: ______ GPA: ___________________

MAJOR: ____________________________

COMPUTER SKILLS/SOFTWARE PROFICIENCY: _____________________________________________________________________________

Did you attend SOAR as a first year student?  □ yes  □ no

If yes, what do you most remember, and what do you believe were the most important segments? (use reverse side for additional space).

What do you believe to be the most essential transition issue a first year student faces?

What skills do you possess that you feel would make you a strong applicant for the OGL position?

What advice would you most want to share with a new student?
What do you feel is the most important role of the OGL in assisting new students at SOAR?

List past and current opportunities for leadership training detailing skills gained:

What is your experience working on a team? How do you address conflict when it arises on a team?

How do you handle stressful or challenging situations?

How would you rate your critical thinking skills? Explain why you chose the rating below (1 being poor and 5 being excellent):

1     2     3     4     5

How do you do when balancing multiple priorities? What is your approach?
How do you approach working with a diverse group of people? What challenges will there be for you working in a team?

Can you share an experience where you effectively navigated through a complex situation?

Name a time when you were in a situation when you were on the spot. How did you respond? How do you work well under pressure?

How do you hope to grow as a result of this opportunity?
How would you rate your leadership skills? What are your strongest qualities? Detail an experience where you were the leader—what would your teammates have said about your leadership approach? (1 being poor and 5 being excellent):

1                     2                     3                     4                     5

Describe any summer commitments between Jun 5th – July 24 and August 27.

Provide names of two faculty or staff references who can be contacted on your behalf.

1.____________________________________   2.____________________________________

*Please return this application to Office of First Year Students and Students in Transition, 1st floor, Campus Center, by Friday, February 14th*

(Office Use Only)

Action Taken:___________________  Date: ______________
Western New England University
Orientation Group Leader Applicant Reference

Name of Applicant: __________________________________________________

Name of Reference: __________________________________________________

☐ I waive my right to view the contents of this reference and give permission to my chosen reference to comment freely in response to the information requested.

☐ I do not waive my right to view the context of this reference but give reference permission to comment freely in response to the information requested.

_________________________  Applicant Signature

The above named applicant has applied for employment as an Orientation Group Leader. Your input and comment is invaluable for proper assessment of the applicant’s potential. Without your reference, the application will not move forward. If you would rather submit a general narrative, please touch upon the characteristics listed and note comments on the reverse side of this form.

1. Relationship Skills
   (Character of interaction with others, respectful of difference, collegiality)

   ☐ Exceptional  ☐ Very Good  ☐ Good
   ☐ Still Developing  ☐ Unable to observe

   Comments:

2. Citizenship
   (Appropriateness of decorum, in class or out, poise, respect)

   ☐ Exceptional  ☐ Very Good  ☐ Good
   ☐ Still Developing  ☐ Unable to observe

   Comments:

3. Integrity
   (Able to maintain confidence, refrains from gossip, appears securely grounded in personal values, acceptance of personal differences)

   ☐ Exceptional  ☐ Very Good  ☐ Good
   ☐ Still Developing  ☐ Unable to observe

   Comments:
4. Assertiveness
(Able to appropriately advocate on behalf of self, confront without offense)

Exceptional □ Very Good □ Good □ Still Developing □ Unable to observe □

Comments:

5. Initiative/Reliability
(Does more than required, works independently, fulfills share of group/team work)

Exceptional □ Very Good □ Good □ Still Developing □ Unable to observe □

Comments:

6. Critical Thinking
(Ability to analyze and synthesize information; translate theory to application)

Exceptional □ Very Good □ Good □ Still Developing □ Unable to observe □

Comments:

7. Attitude
(Quality of outlook on life, manner in which critical feedback or setbacks are handled, always looking to opportunity for personal development)

Exceptional □ Very Good □ Good □ Still Developing □ Unable to observe □

Comments:

Please identify strengths of the applicant:

Please identify some areas of improvement for the applicant:
Please comment on the applicant’s commitment within activities or classes:

OVERALL RECOMMENDATION

☐ Hire With Enthusiastic Confidence
☐ Hire With Reasonable Confidence
☐ Hire With Some Reservation
☐ Suggest Deferral to Another Time
☐ Do Not Know Well Enough

Submitted by ____________________________________________
(Signature of Reference) ______________________________ (Print Name)

Please return to Alyssa Caliguri
by Friday, February 14, 2020
Western New England University
Orientation Group Leader Applicant Reference

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by Friday, February 14, 2020