STUDENT ORIENTATION LEADER

2012 APPLICATION
**Student Orientation Leaders 2012**

The New Student Orientation office is looking for a few excellent students to serve as Student Orientation Leaders (SOLs) for the 2012 New Student Orientation Programs.

The benefits of being a SOL include opportunities to build and improve your leadership abilities, self-confidence and communication skills. The rigorous and extensive SOL Training program makes SOLs some of the best informed, well connected, close-knit and dynamic group of student leaders at UC. In addition, SOLs become well-known, well-respected, and successful through the SOL experience.

Selection to this 30-member team is a unique honor and a rewarding opportunity for personal and professional growth.

**What will your responsibilities be as a Student Orientation Leader?**

- Welcome new students and family members to UC
- Lead discussion groups with incoming students and family members
- Assist in the preparation, organization, and presentation of orientation activities, materials, and programs
- Explain academic opportunities and procedures
- Acquaint new students and their families with the campus and campus services
- Conduct both day and early evening sessions as needed
- Be a team player in supporting a diverse team of SOLs
- Perform tasks and responsibilities as assigned to ensure a successful Bearcats Bound Orientation program
- Share your UC experience
- Other duties as assigned

**What are some of the benefits?**

- Earn $2,500.00
- Free room and board during the Bearcats Bound Orientation program
- Opportunity to travel to Linsly Outdoor Center for the SOL retreat
- Extensive leadership training
- Expect to grow, learn, and enhance your leadership and communication skills
- Consideration for future leadership and employment opportunities
- Opportunities to network and make connections with UC faculty, prominent administrators, and staff
- Recognition as one of UC’s outstanding student leaders
- Have Fun!

**What are some of the qualifications?**

- Positive attitude and enthusiasm for UC
- Display and promote a courteous, prompt and friendly attitude toward all
- Be a full-time returning student for the 2012-2013 academic year
- Maintain an undergraduate full-time status during the 2011-2012 academic year
- Good academic and judicial/disciplinary standing
- Minimum cumulative GPA 2.8; (some exceptions may be made on a case by case basis)
Must be available and able to attend all the **Mandatory Dates of Employment** (see below) without exception as listed in this packet, may include SOL Training, Team meetings, SOL Retreat, Bearcats Bound Orientation, planning sessions, and programs. This requirement is mandatory with no exceptions. Please do **not** apply if you are unable to meet this criterion. There is some discretion with the Flexible Dates of Employment. The Optional Dates are open dates.

- Must be reliable, punctual, energetic, responsible, flexible, a team player, and demonstrate strong verbal communication skills.
- Must live in the provided residence hall during Bearcats Bound New Student Orientation.
- Due to the considerable time commitment involved you will not be able to take classes during the summer quarter.
- Must sign and uphold the terms of the Student Orientation Leader Contract 2012.

**Dates of Employment 2012**

**I. Mandatory Dates of Employment:** Please do **not** apply for the position if you are **not available** for the dates listed in this section. There will be **no exceptions**. Applicants who get hired and subsequently are unable to attend on these dates will be terminated or asked to resign from their position.

**All Dates are for calendar year 2012 (all dates and times are subject to slight change)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, March 31</td>
<td>Mini Camp 7:00 a.m. – 6:00 p.m.</td>
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<tr>
<td>Saturday, April 14</td>
<td>SOL Training 8:00 a.m. – 6:00 p.m.</td>
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<tr>
<td>Saturday, April 21</td>
<td>SOL Training 8:00 a.m. – 6:00 p.m.</td>
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<tr>
<td>Saturday, April 28</td>
<td>SOL Training 8:00 a.m. – 6:00 p.m.</td>
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<tr>
<td>Saturday, May 5</td>
<td>SOL Training 8:00 a.m. – 6:00 p.m.</td>
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<td>Saturday, May 12</td>
<td>SOL Training 8:00 a.m. – 6:00 p.m.</td>
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<tr>
<td>Saturday, May 19</td>
<td>SOL Training 6:30 a.m. – 6:00 p.m.</td>
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<tr>
<td>Saturday, June 2</td>
<td>SOL Training 8:00 a.m. – 6:00 p.m.</td>
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<tr>
<td>Friday, June 8 – Wednesday, June 20</td>
<td>SOL Training 8:00 a.m. – 6:30 p.m.</td>
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<td></td>
<td>SOL Retreat in Pittsburgh PA will be on some dates between June 8-20.</td>
</tr>
<tr>
<td><strong>THURSDAY, JUNE 21 – FRIDAY, JULY 13 BEARCATS BOUND NEW STUDENT ORIENTATION-Part I</strong></td>
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<tr>
<td>Thursday, August 2</td>
<td>Bearcat Bound Orientation</td>
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<tr>
<td>Saturday, August 4</td>
<td>SOLs Move out of Residence Hall</td>
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<tr>
<td>Wednesday, August 22</td>
<td>New Student Convocation Training</td>
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<tr>
<td>Thursday, August 23</td>
<td>New Student Convocation Preparation</td>
</tr>
<tr>
<td>Friday, August 24</td>
<td>New Student Convocation 2012 and College Day</td>
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</table>

**II. Flexible Dates of Employment:** There is some flexibility in the following dates. If you are granted an interview, you must submit your requested dates-off in writing at the time of your interview. Please keep in mind that greater consideration will be given to applicants who have a greater availability.

- Monday, July 16 – Wednesday, August 1 BEARCAT BOUND NEW STUDENT ORIENTATION-Part II

**III. Optional Dates of Employment:** You have the option to work or not work the following dates. You may elect **not** to work on any of these dates without any adverse consideration regarding your application.

- Friday, August 17, Saturday, August 18, Monday, August 20, Tuesday, August 21, and Saturday August 25 International Orientation, Make-up Orientation, and College Day
Monetary Compensation Package

- Salary is $2,500.00 (this will be calculated at minimum wage per hour worked)
- Room and Board will be provided from June 9–August 4
- SOL shirts will be provided after completion of final exam at SOL Training.

Application Checklist

Use this checklist to help you complete the application process. Your completed application packet will consist of the following parts:

1. **The three page application** form (pages 5, 6 and 7) must be turned in by the deadline, Friday, February 17, 2012.
2. **Short answers to the three questions** (located at the end of page 7) must be turned in by the deadline, Friday, February 17, 2012.
3. **Complete the Quick Link** go to [www.jobsatuc.com/applicants/Central?quickFind=80412](http://www.jobsatuc.com/applicants/Central?quickFind=80412) and fill out the simple online form by Friday, February 17, 2012. You will not need to submit a resume or cover letter.
4. **Two completed Reference Forms** (starting on pages 9) may be turned in after the deadline but keep in mind your application will not be reviewed to be considered for an interview.
5. **Additional pages or supporting information** do not forget to include any additional pages such as the short answers for Section 7(c) or if you have been asked to provide explanations for any of the questions. Add pages if you run out of room in any of the sections.

- **Carefully read the entire application**
  - You must meet all the qualifications and be able to carry out the responsibilities.
  - The Mandatory Dates of Employment are mandatory. You must be available to work on all these dates. The dates and times are subject to slight change.

- **Fill out the Quick Link online**
  - Go to [www.jobsatuc.com/applicants/Central?quickFind=80412](http://www.jobsatuc.com/applicants/Central?quickFind=80412) and fill out the online form. You will NOT need to submit a resume or cover letter. Your application will not be reviewed prior to completion of this step.

- **Fill out the application carefully** (estimated time to complete is 20 minutes)
  - Not everyone who applies will be granted an interview. To increase your chances of getting an interview, and proceeding to the next phase, take your time when filling out the application and present yourself positively, truthfully and professionally. Make sure all the information is accurate.
  - Incomplete applications will not be considered. Fill out the application completely. If you do not have the information requested or if it does not apply to you write “Not Available” or “Not Applicable” as appropriate in the space(s) provided.

(Continued on next page)
Complete your short answers (estimated time to complete is 45 minutes)

- Take your time when responding to the short answer questions and submit your best work.
- Your responses will be given serious consideration in determining your candidacy for the position, so please answer these questions thoughtfully and with care. Each answer should be at least two paragraphs long.

Turn in your completed packet

- You may turn in your application packet without the Reference Forms; however, it is best to have the Reference Forms included. If the Reference Forms are not included follow up with your evaluators to make sure the Reference Forms are submitted to in a timely manner.
- We will not review your application without the reference forms.
- It is best to turn in your application in person at the Orientation Office, University Pavilion, 1st Floor, Suite 120, but you may also interoffice mail it to ML: 0090 or fax it to (513) 556-3728.
- The deadline for the application is 5:00 p.m. Friday, February 17, 2012.

Have a university official, professor or supervisor complete your Reference Forms (page 9-12)

- Individuals who complete the Reference Forms on your behalf should be able to evaluate your strengths and weaknesses as they relate to the position of Student Orientation Leader. We are most interested in information such as:
  - Your strengths, talents, dependability and conscientiousness
  - Your sense of responsibility, professionalism, motivation and initiative
  - Your ability to be in a leadership role amongst your peers
  - Your sensitivity and openness to diverse populations
  - How you handle multiple tasks and demands
  - How you relate to your peers and supervisors
  - How you interact on a daily basis in a group situation
- Show or preferably give a copy of the list above to the individuals completing your Reference Forms. Ask them to fill out the form for you, and do so well in advance of the application deadline which is 5:00 p.m. Friday, February 17, 2012.
- Reference Forms must be addressed to Sarah Leggesse, Director of Orientation and sent to:
  Orientation Office, University Pavilion, 1st Floor, Suite 120 or
  Mail Location: 0090 or
  Faxed to: (513) 556-3728 or
  Emailed to: Leggess@ucmail.uc.edu.
- If your Reference Forms are delayed, you may submit your application without them. However, keep in mind we will not review your file or call you for an interview without the Reference Forms. Please make sure they are submitted in a timely manner.
**Student Orientation Leaders Application**

**Application Date:** ____/____/____

**Directions:** Please print clearly. **Applications are due by 5:00 p.m. on Friday, February 17, 2012.**

All information submitted is subject to verification. Incomplete applications will not be considered.

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**Section 1: Contact Information**

Name: __________________________________________

Preferred Name: __________________________ Date of Birth _____/____/19____

UC ID#: __________________________ Email Address: __________________________

Cell Phone Number: (____) __________ Local Phone Number: (____) __________

Local Address: ____________________________________________________________

Permanent **Address** and **Phone number**: (if different than above)

________________________________________________________

---

**State ID or Drivers License #:**

License #: __________ State: ______

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**Section 2: Academic Information (use additional paper if necessary)**

College: __________________________ Expected Graduation Date: ____/____/____

UC GPA: _____/4.0 If your University GPA does not meet our 2.8 requirement please provide a brief explanation on a separate sheet of paper. High School GPA: ________/4.0

Are you a transfer student?  □ Yes  □ No If yes, transferred from: _________________________________

Awards & Honors: __________________________________________________________

Hobbies & Extracurricular Activities: _______________________________________

__________________________________________________________________________

Have you ever applied for the SOLs position before? Yes / No  If yes, state the date: __________________

Have you in the past or do you now currently have any siblings or relatives who have worked or are working for the orientation office as a SOL or employee?  If yes, please state name of sibling/relative and dates of employment. Yes / No __________________________

Will you be a UC student in the 2012-2013 academic year?  □ Yes  □ No

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**For Office Use Only** Application Received On: ____/____/____ Time: _____ Received By: ______

Information verified by: __________________________ Information verified on: __________________________

Interview Date and Time: _____ _______ am/pm Arrival Time: _____ am/pm

Professional Attire: Y/N  □ Hire  □ DNH  □ ___ Quick Link completion date: _______________________

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*Application due by 5:00 p.m. *Friday, February 17, 2012.*
Section 3: Student Profile

Name of High School and Year of Graduation: __________________________________________

Date of entry at UC: __________ College of entry: __________ Current College: __________

Major: __________________________ Minor (if applicable): __________________________

Current Class standing -Winter Quarter 2012: (circle one) Freshman Sophomore Junior Senior

Did you attend Orientation (circle one) Yes / No Month & year of Orientation attendance: __________

What are your plans after you graduate from UC: __________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Section 4: Employment History You may list up to three previous employers, starting with the most recent.

Employer Name: ___________________________ Dates Employed: ______ to _______

Supervisor Name: ___________________________ Phone: (______) _____-_________

Duties: ________________________________________________________________________________
________________________________________________________________________________________

Salary: ___________________________ Reason for Leaving: ________________________________________________________________________________

Employer Name: ___________________________ Dates Employed: ______ to _______

Supervisor Name: ___________________________ Phone: (______) _____-_________

Duties: ________________________________________________________________________________
________________________________________________________________________________________

Salary: ___________________________ Reason for Leaving: ________________________________________________________________________________

Employer Name: ___________________________ Dates Employed: ______ to _______

Supervisor Name: ___________________________ Phone: (______) _____-_________

Duties: ________________________________________________________________________________
________________________________________________________________________________________

Salary: ___________________________ Reason for Leaving: ________________________________________________________________________________

Application due by 5:00 p.m. Friday, February 17, 2012.
Section 5: References  List at least one reference different from those completing your Reference Forms.

Name: ____________________________________________ Relationship: ____________________________
Title/Position: ____________________________________ Phone: (_____) ______-__________
Address: __________________________________________
_________________________________________________________________________________

Name: ____________________________________________ Relationship: ____________________________
Title/Position: ____________________________________ Phone: (_____) ______-__________
Address: __________________________________________
_________________________________________________________________________________

Section 6: Authorization

I affirm that the information which I have provided on these forms and all other application materials for the position of Student Orientation Leader is complete, accurate and true to the best of my knowledge. I hereby give permission and approval to the University of Cincinnati Orientation Office, its assigns or designees to check my academic, judicial and other records and understand that this information may be used in the Student Orientation Leader or student staff member selection process.

Except for minor traffic violations have you ever been convicted of a crime? □ Yes □ No. If “yes,” please state date(s), location and nature of crime. Explain in detail on a separate sheet of paper.

Signature: X ____________________________ Print: ____________________________

How did you hear about this position: ____________________________ Today’s Date: ________________

Section 7: Reference Forms and short answer essays.

7 (a) Submit two completed Reference Forms see pages 8-11. One of these must be completed by a university official for example a professor/supervisor, staff or faculty member. Reference Forms may not be written by your immediate family members, relatives, fraternity brothers, sorority sisters or other students except for former SOLS and SOCS. Reference Forms may be submitted with your application packet or sent directly to Sarah Leggesse, Director of Orientation. See Reference Forms for address information.

(b) Complete the online form (biographical information only) at the following Quick Link: www.jobsatuc.com/applicants/Central?quickFind=80412

(c) On separate sheets of paper respond, in short answer format, to the following questions. These short answers should be typed, double spaced and must be at least two paragraphs long for each question.

1. Why are you interested in being a Student Orientation Leader? Describe what you know about the position. What professional and/or personal goals would you have if selected to be on the SOLS team?

2. What personal qualities do you have that make you an ideal candidate to be a SOL? Include experiences from any activities, organizational positions, leadership positions you hold now or have held in the past.

3. What do you feel are the most significant challenges or concerns for new students entering UC? What were the issues that you faced in your transition to college? What did you learn from your experiences and how would you go about addressing these concerns if you were a SOL?
Page left blank intentionally.
STUDENT ORIENTATION LEADER 2012
REFERENCE FORM

Student Orientation Leader Applicant Name (PLEASE PRINT): ____________________________
The above named applicant retains the right of access to this document unless s/he has signed the following waiver:

I hereby waive any and all rights of access to this document which is to be included in my application file for the position of University of Cincinnati Student Orientation Leader. I understand that this document may be used to evaluate my qualifications for employment.

Signature of Student Orientation Leader Applicant: ____________________________ Date:________

TO THE EVALUATOR: The student listed above is applying for the position of Student Orientation Leader at the University of Cincinnati. If chosen, this student would introduce entering students and their family members to the university by leading discussion groups, assisting in the implementation of orientation activities and fostering an environment that is warm and welcoming to new students and their parents. This position calls for a person with a high degree of maturity and flexibility, and one who has exhibited significant leadership ability.

Please rate the applicant and comment on the capabilities of this individual as appropriate. Thank you for your assistance in our selection process.

Name of Reference: _____________________________________________________________

E-mail address: ____________________________________________________________ Phone: ____________________________

Institution or Business: _________________________________________________________

I know this applicant:  Very Well  Well  Casually  Not Well Enough to Rate

How long have you known the applicant? _______ Relationship to Applicant: ________________________________

Please provide information about the applicant in the following six areas. Please use additional paper if desired.

1. Cooperation and ability to work with groups: Address this applicant’s attitude and ability to work with others. What role(s) have you witnessed him/her playing in group interaction? Is s/he receptive to suggestions and criticism? Please rate the applicant’s ability in this area and provide comments as needed.

 Very High  High  Low  Very Low  No Opinion

Comments: ____________________________________________________________

2. Responsibility: Address the degree to which this person is dependable, prompt, and conscientious. Please rate the applicant’s ability in this area and provide comments as needed.

 Very High  High  Low  Very Low  No Opinion

Comments: ____________________________________________________________

Applications must be submitted by Friday, February 17, 2012. Reference Forms may be submitted after the deadline. However, it is strongly recommended that Reference Forms be submitted with the application by the deadline. Application will not be reviewed until all materials are received.
3. **Interpersonal Relationships:** Address the applicant’s ability to relate to and create a positive first impression for students, parents, faculty, and administrators. Please rate the applicant’s ability in this area and provide comments as needed.

- [ ] Very High
- [ ] High
- [ ] Low
- [ ] Very Low
- [ ] No Opinion

Comments: ____________________________________________________________

   ____________________________________________________________

   ____________________________________________________________

4. **Sensitivity:** Comment on the applicant’s openness to diverse populations. In what ways is the applicant an appropriate role model for other students in this area? Please rate the applicant’s ability in this area and provide comments as needed.

- [ ] Very High
- [ ] High
- [ ] Low
- [ ] Very Low
- [ ] No Opinion

Comments: ____________________________________________________________

   ____________________________________________________________

   ____________________________________________________________

5. **Motivation and Initiative:** Discuss how this applicant motivates others, is a self-starter or initiator. Please rate the applicant’s ability in this area and provide comments as needed.

- [ ] Very High
- [ ] High
- [ ] Low
- [ ] Very Low
- [ ] No Opinion

Comments: ____________________________________________________________

   ____________________________________________________________

   ____________________________________________________________

6. **Maturity:** Comment on the applicant’s maturity level and sense of professionalism. Please rate the applicant’s ability in this area and provide comments as needed.

- [ ] Very High
- [ ] High
- [ ] Low
- [ ] Very Low
- [ ] No Opinion

Comments: ____________________________________________________________

   ____________________________________________________________

   ____________________________________________________________

Based on your knowledge of the applicant, as well as the type of position for which s/he is applying, please indicate your overall recommendation.

- [ ] Recommend highly
- [ ] Recommend
- [ ] Recommend with Reservations
- [ ] Not Recommend

Signature of Reference: ________________________________ Date: ____________________________

Thank you for taking the time to complete this reference form. Your evaluation and comments are instrumental to this selection process. The application deadline is Friday, February 17, 2012. You may return this form, in a sealed envelope, to the applicant or you may send it directly to: Sarah Leggesse, Director of Orientation, Suite 120, 1st floor, University Pavilion or you may fax it to (513) 556-3728 or you may send it via campus mail to ML: 0090. Please direct all communication “Attn: Sarah Leggesse”. If you have questions please contact Sarah Leggesse at Leggesse@ucmail.uc.edu or (513)556-2486.
Applications must be submitted by Friday, February 17, 2012. Reference Forms may be submitted after the deadline. However, it is strongly recommended that Reference Forms be submitted with the application by the deadline. Application will not be reviewed until all materials are received.
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- [ ] Very High
- [ ] High
- [ ] Low
- [ ] Very Low
- [ ] No Opinion

Comments: __________________________________________________________


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- [ ] Very High
- [ ] High
- [ ] Low
- [ ] Very Low
- [ ] No Opinion

Comments: __________________________________________________________


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- [ ] Very High
- [ ] High
- [ ] Low
- [ ] Very Low
- [ ] No Opinion

Comments: __________________________________________________________


Based on your knowledge of the applicant, as well as the type of position for which s/he is applying, please indicate your overall recommendation.

- [ ] Recommend highly
- [ ] Recommend
- [ ] Recommend with Reservations
- [ ] Not Recommend

Signature of Reference: ___________________________ Date: _______________________

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A word about the Interview Process

Present yourself truthfully, positively and professionally on the application to help you obtain an interview. If you are not selected for an interview, we will notify you by email after the selection process is completed.

We will review and evaluate all applications, short answers, Reference Forms and materials carefully and thoughtfully. We reserve the right to check records and information provided about you by you and other entities, to assist us in the selection process.

Interviews will begin as soon as applications are submitted.

If you are granted an interview:

• We will contact you by phone to set up a mutually convenient time
• The interview will last approximately 30-45 minutes
• The Interview Committee may consist of 2-6 interviewers
• Please dress professionally
• Get clear directions to our office
• Arrive early to make a good impression

Keep pages 1, 2, 3, 4, and 12 for your records.
Submit pages 5, 6, 7 and the Reference Forms on pages 8-11.

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Application Deadline

5:00 P.M. on Friday, February 17, 2012
Student Orientation Leader applications must be submitted
to the Orientation Office in the
University Pavilion
1st Floor, Suite 120

For questions or more information

You may contact us at:
Phone: (513) 556-2486 or (513) 556-1775
Fax #: (513) 556-3728
1st Floor, Suite 120
Mail Location: 0090
~
Orientation Office
University Pavilion
PO Box 210090,
Cincinnati Oh 45221-0090
~
Let others lead small lives, but not you.
Let others argue over small things, but not you.
Let others cry over small hurts, but not you.
Let others leave their future in someone else’s hands, but not you.

~ Jim Rohn (September 17, 1930 - December 5, 2009)
an American entrepreneur, author and motivational speaker.