Student Orientation Leaders 2016

Application Checklist

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

1. **The online application form** must be completed by the deadline, Friday, January 29, 2016.
2. **Short answers to the four questions** (located on page 5) must be turned in by the deadline, Friday, January 29, 2016.
3. **Two completed Reference Forms** (starting on page 7) may be turned in after the January 29 deadline, however, keep in mind that your application will not be reviewed or be considered for an interview until it is completed.

A summary of what you need to do to complete your application.

**Did you:**

- Carefully read the entire application
- Complete the online portion carefully
- Complete your short answers
- Have your Reference Forms completed (page 7-10)
- Turn in your completed packet

**PLEASE NOTE:** You must complete the online portion of the application AS WELL AS this packet. You can find the online portion at http://goo.gl/forms/czQFLzmTZT or by going to http://www.uc.edu/orientation/student_orientationleader.html
Job Description

The University of Cincinnati is looking for a group of excellent students to serve as Student Orientation Leaders (SOLs) for the 2016 Bearcats Bound Orientation program.

The benefits of being a SOL include opportunities to build and sharpen your leadership abilities, communication skills, and self-confidence. Graduates of the extensive and rigorous SOL Training program are a dynamic group of student leaders who are well connected, close-knit, and some of the best informed on UC’s campus. Through this experience, SOLs become well-known, well-respected, and successful in their future endeavors.

Selection to be part of this 35-member team is a special honor and a rewarding opportunity for personal and professional growth.

What will your responsibilities be as a Student Orientation Leader?

- Welcome new students and guests 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 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
- Complete other duties as assigned

What are some of the benefits?

- Earn at least $3,000.00
- Free room and board during the Bearcats Bound Orientation program
- Opportunity to attend the SOL retreat
- Extensive leadership training
- 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, staff, and prominent administrators
- 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
- Maintain an undergraduate, full-time status during the 2015-2016 academic year
- Be a full-time returning student for the 2016-2017 academic year

Continue on the reverse side for important information on dates →
Good academic and judicial/disciplinary standing
Minimum cumulative GPA of 2.9. If your GPA does not meet this, please attach an explanation.
Must be available and able to attend all the Mandatory Dates of Employment (see below). This includes SOL Training, team meetings, SOL Retreat, Bearcats Bound Orientation, planning sessions, and programs. This requirement is compulsory and binding. 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 live in the provided residence hall during SOL Training and Bearcats Bound New Student Orientation
Due to the considerable time commitment involved, you will not be able to take classes during summer semesters throughout SOL Training and Bearcats Bound Orientation (until July 16)
Must be reliable, punctual, flexible, energetic, responsible, a team player, and demonstrate strong communication skills
Must sign and uphold the terms of the 2016 Student Orientation Leader Agreement

2016 Dates of Employment

I. Mandatory Dates of Employment: Please DO NOT apply for the SOL position if you are not available for the dates listed in this section.

All Dates are for calendar year 2016 (all dates and times are subject to slight change)
- Saturday, April 2: Mini Camp 7:00 a.m. – 4:00 p.m.
- Friday, April 29 – Friday, June 3: SOL Training 8:00 a.m. – 6:00 p.m.
- Wednesday, May 25 – Sunday, May 29: SOL retreat
- Monday, June 6 – Friday, June 24: Bearcats Bound Orientation - Part I
- Monday, July 18 – Saturday, July 23: Bearcats Bound Orientation - Part III
- Saturday, July 23-24: SOLs move out of Residence Hall
- Monday, August 15 – Friday, August 19: New Student Orientation Programs

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 favorable consideration will be given to applicants who have greater availability.
- Monday, June 27 – Friday, July 15 Bearcats Bound 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.
- Wednesday, August 10 – Friday, August 12 Training for International Orientation, Transfer Orientation, Make-up Orientation, Convocation, College Day, and Special Programs.

Compensation Package

- Earn at least $3,000.00 (this will be calculated at minimum wage per hour worked)
- Room and board will be provided from May 3 – July 24
- SOL polos will be provided after completion of the final exam at SOL Training

Application due by 5:00 p.m. Friday, January 29, 2016. → → → Keep this page for your records.
Disability Services

Students with disabilities who need academic accommodations or other specialized services will receive reasonable accommodations to meet their individual needs as well as advocacy assistance on disability-related issues.

University Policy on Non-Discrimination

The University of Cincinnati is committed to excellence and diversity in our students, faculty, staff, and all of our activities. A fundamental component to achieving diversity is ensuring equal opportunity for all through affirmative action and by providing an inclusive environment free from invidious discrimination in all of its forms. The university reaffirms its policy that discrimination on the basis of race, color, religion, national origin, ancestry, disability, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status, or gender identity and expression shall not be practiced in any of its activities. Furthermore, where past or present discrimination continues to have an adverse impact upon protected class members such as minority groups, women, disabled Vietnam era veterans, or disabled veterans, the university will take affirmative action in carrying out its policy of non-discrimination and equal opportunity for all.

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. To assist us in the selection process, we reserve the right to check records and information provided about you by you and other entities. 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
- You will get clear directions to our office
- Arrive early to make a good impression
- The interview will last approximately 35-45 minutes
- The interview committee may consist of 2-6 interviewers
- Dress professionally
- Bring your request for dates off (see Flexible Dates of Employment on page 3)
- Bring your Bearcat Card

Submit on or before January 29, 2016

The online portion of the application (http://goo.gl/forms/czQFLzmTZT)
Short answers (found on page 5)

Keep for your records

Pages 1, 2, 3, 4, 11, and 12
Section 7: Short Answer Essays (use black ink) and Reference Forms

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

2. 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?

3. If you are selected, what professional and/or personal goals would you bring to the team?

4. Explain your favorite thing you have accomplished. What made it so special to you?

[b] Submit two completed Reference Forms (see pages 7-10). One of these must be completed by a university official, for example, a professor, advisor, UC supervisor, staff, or faculty member. Friends, fraternity brothers, and sorority sisters will not be accepted as references unless they were a previous SOL in good standing. Reference Forms may be submitted with your application packet or sent directly to Tony Williams, Program Coordinator of Orientation. See Reference Forms for address information.

*Please turn this page in with your essays*
Section 8: Agreement

The University of Cincinnati is a drug-free workplace. Students offered the position of SOL may be required to successfully complete a pre-employment physical which includes drug testing. Individuals who refuse to take or who fail the drug test, after being informed, will be removed from employment consideration.

A) I certify that the information contained in my application materials (e.g., application, forms etc.) are true, correct, and complete to the best of my knowledge and belief and, in this connection, understand and agree that any intentional misrepresentation, omission, or falsification of information may be cause for dismissal, cancellation of offer, or any additional employment considerations or agreements. I understand that successful completion of a background check, including criminal background, as well as academic, judicial and other records, may be a requirement of the SOL position. To that end, I hereby authorize the University of Cincinnati Orientation Office to investigate all information provided by me within my application materials.

Furthermore, I hereby release, discharge and hold harmless the University of Cincinnati, its trustees, and designees collectively and individually, its employees from all causes of action, suits, liabilities, costs, claims and any related legal fees resulting from investigation of my background and actions taken upon the information obtained. By my agreement to this statement I authorize any city, county, state, or federal law enforcement agency or court related thereto to release information they possess concerning me or any prior arrest which resulted in conviction.

B) Except for minor traffic violations, have you ever been convicted of a crime? Yes No (circle one)

If “yes”, on a separate sheet of paper, please state the date(s), location, and nature of crime. Explain in detail.

BY SIGNING BELOW, I certify that I have read and agree with BOTH statements A & B.

X
Applicant’s Signature

Print Name

Today’s Date

*Please turn this page in with your essays
Applications must be submitted by 5:00 p.m. Friday, January 29, 2016. Reference Forms, however, may be submitted after the deadline. It is strongly recommended that Reference Forms be submitted with the application by the deadline, as applications will not be reviewed until all materials are received.

STUDENT ORIENTATION LEADER 2016
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 leadership ability.

Please rate and comment on the capabilities of the applicant, as appropriate. Thank you for your assistance!

Name of Reference: ______________________________________ Title: ________________________________

Institution / Business: ________________________________________________________________

Business or Personal Address (optional): ______________________________________________________

E-mail address: ___________________________ Phone: ___________________________

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:
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 considering the type of position for which s/he is applying, please indicate your overall recommendation.

- Recommend highly
- Recommend
- Recommend with reservations
- Not Recommended

Signature of Reference: ____________________________ Date: ____________________________

Thank you for taking the time to complete this reference form. Your evaluation and comments are important to this selection process. You may return this form, in a sealed envelope, to the applicant or you may send it directly to: Tony Williams, Program Coordinator of Orientation, Suite 120, 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: Tony Williams”. If you have questions please contact Tony Williams at willi2ml@ucmail.uc.edu or (513)556-1093.

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- [ ] 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 considering the type of position for which s/he is applying, please indicate your overall recommendation.

- [ ] Recommend highly
- [ ] Recommend with reservations
- [ ] Recommend
- [ ] Not Recommended

Signature of Reference:________________________________________________________Date: ____________________________

Thank you for taking the time to complete this reference form. Your evaluation and comments are important to this selection process.

You may return this form, in a sealed envelope, to the applicant or you may send it directly to: Tony Williams, Program Coordinator of Orientation, Suite 120, 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: Tony Williams”. If you have questions please contact Tony Williams at willi2ml@ucmail.uc.edu or (513)556-1093.

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Final Reminders

- 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 of these dates. The dates and times are subject to slight change.

- 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. Please fill out the application completely. If you do not have the information that is requested or if it does not apply to you, write “Not Available” or “Not Applicable” as appropriate in the spaces provided.

- 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. One of the two Reference Forms must be completed by a university official. This can be a professor, supervisor, advisor, or other staff member. Reference Forms may not be written by your immediate family members, relatives, fraternity brothers, sorority sisters, RA’s, or other students, except for former SOLs or SOCs in good standing. Ask your evaluators to fill out the form for you and do so well in advance of the application deadline.

- We are most interested in information such as:
  - 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 group situations
  - your strengths, talents, dependability, and conscientiousness

- Reference Forms must be addressed to Tony Williams, Program Coordinator 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: willi2ml@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.

- If the Reference Forms are not included, follow up with your evaluators to make sure the Reference Forms are submitted to us in a timely manner. We will not review your application without the reference forms.

- The deadline for the application is 5:00 p.m. Friday, January 29, 2016.
Application Deadline

5:00 P.M. on Friday, January 29, 2016

Student Orientation Leader applications must be submitted to the Orientation Office in University Pavilion 1st Floor, Suite 120

For questions, more information, or to have one of our SOL alums come speak to your group

You may contact us at:

Phone: (513) 556-2486 or (513)556-1093
Fax #: (513) 556-3728
1st Floor, Suite 120 University Pavilion
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.