Application due by 5:00 p.m. Friday, February 22, 2013. Please keep this page for your records.
Student Orientation Leaders 2013

Student Orientation And Registration (S.O.A.R.) is looking for a few excellent students to serve as Student Orientation Leaders (SOLs) for the 2013 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 Alabama A&M University.

Selection to this 20-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 AAMU
- 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
- Share your AAMU experience
- Other duties as assigned

What are some of the benefits?
- Earn a stipend
- Free room and board during the S.O.A.R program
- 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 AAMU faculty, administrators, and staff
- Recognition as one of AAMU’s outstanding student leaders
- Have Fun!

What are some of the qualifications?
- Positive attitude and enthusiasm for AAMU
- Display and promote a courteous, prompt and friendly attitude toward all
- Be a full-time returning student for the 2013-2014 academic year
- Maintain an undergraduate full-time status during the 2012-2013 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 (ie SOL Training, team meetings, SOL Retreat, all S.O.A.R. dates, planning sessions, and programs). **This requirement is mandatory with no exceptions. Please do not apply if you are unable to meet this criterion.**
- Must be reliable, punctual, energetic, responsible, flexible, a team player, and demonstrate strong verbal communication skills.
- Must live in the provided residence hall during S.O.A.R.
- Due to the considerable time commitment involved you **may not** be able to take classes during the summer quarter.
- Must sign and uphold the terms of the Student Orientation Leader Contract 2013.
**Dates of Employment 2013**

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 2013 (all dates and times are subject to slight change)

Saturday, **April 20**- SOL Mini Camp 7:00 a.m. – 6:00 p.m.
Saturday, **May 18**- SOLs Move into the Residence Hall
Sunday, **May 19**-Friday, May 31-SOL Training 8:00am-6:30pm

**Monday, June 3 – Tuesday, July 16 - S.O.A.R.**
Thursday, **July 18**- SOLs Move out of Residence Hall
TBD New Student Convocation Training
TBD New Student Convocation Preparation
TBD New Student Convocation 2013

**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 must be turned in by the deadline, Friday, February 22, 2013.
2. **Short answers to the three questions** must be turned in by the deadline, Friday, February 22, 2013.
3. **Two completed Reference Forms** may be turned in after the deadline but keep in mind your application will not be reviewed to be considered for an interview.
4. **Additional pages or supporting information** do not forget to include any additional pages such as the short answers 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 application carefully
  - 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.

- Complete your short answers
  - 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 Office of Student Activities and Leadership Development
  209 Ralph Lee Student Center
- The deadline for the application is 5:00 p.m. Friday, February 22, 2013.

Have a university official, professor or supervisor complete your Reference Forms

- 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 22, 2013.
- Reference Forms must be addressed to:
  Jasmine H. Buxton, Director of Student Activities and Leadership Development
  and sent to:
  209 Ralph Lee Student Center
- 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 22, 2013. All information submitted is subject to verification. Incomplete applications will not be considered.

Section 1: Contact Information
Name: ____________________________________________
Preferred Name: ______________ Date of Birth ___/___/19____
A#____________________________ Email Address: ______________________
Cell Phone Number: (___) ________ Local Phone Number: (___) __________
Local Address: _________________________________________________________
_______________________________________________________________________
Permanent Address and Phone number: (if different than above) ______________________
_______________________________________________________________________

Section 2: Academic Information (use additional paper if necessary)
Major: _________________________ Expected Graduation Date: ___/___/____
AAMU 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: _____________________________________________
_______________________________________________________________________
Will you be a AAMU student in the 2013-2014 academic year? Yes No

Section 3: Student Profile
Name of High School and Year of Graduation: ________________________________
Date of entry at AAMU: __________
College/School (Engineering, Business etc) of entry: _________Current College: ________
Major: _________________________ Minor (if applicable): _________________________
Current Class standing –Spring 2013: (circle one) Freshman Sophomore Junior Senior
What are your plans after you graduate from AAMU?:
_______________________________________________________________________
_______________________________________________________________________
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5
**Section 4: Employment History** You may list up to three previous employers, starting with the most recent.

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**Section 5: References** List at least one reference different from those completing your Reference Forms.

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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 Alabama A & M University Office of Student Activities and Leadership Development 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: ___________________________ Print: ___________________________

How did you hear about this position?: ___________________________ Today’s Date: __________

Section 7: Reference Forms and short answer essays.

(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. Reference Forms may be submitted with your application packet or sent directly to: Jasmine H. Buxton, Director of Student Activities and Leadership Development

(b) 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 a SOL 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 AAMU? 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?
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 Alabama A & M University 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 Alabama A & M University. 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: __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   ____________________________________________
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: X________________________ 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 22, 2013**. You may return this form, in a sealed envelope, to the applicant or you may send it directly to: Jasmine H. Buxton, Director of Student Activities and Leadership Development, 209 Ralph Lee Student Center. Please direct all communication “Attn: Jasmine H. Buxton”. If you have questions please contact Jasmine H. Buxton at jasmine.buxton@aamu.edu or (256) 372-5615.
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 Alabama A & M University 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 Alabama A & M University. 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: ____________________________________________________________________________
   ______________________________________________________________________________________
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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:

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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.

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Comments:

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   ____ Very High  ____ High  ____ Low  ____ Very Low  ____ No Opinion

Comments:

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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: X ___________________________________________ 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 22, 2013**. You may return this form, in a sealed envelope, to the applicant or you may send it directly to: Jasmine H. Buxton Director of Student Activities and Leadership Development, 209 Ralph Lee Student Center Please direct all communication "Attn: Jasmine H. Buxton". If you have questions please contact Jasmine H. Buxton at jasmine.buxton@aaamu.edu or (256) 372-5615.
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:
  o We will contact you by phone to set up a mutually convenient time
  o The interview will last approximately 30-45 minutes
  o The Interview Committee may consist of 2-6 interviewers
  o Please dress professionally
  o Get clear directions to our office
  o 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.

Application Deadline
5:00 P.M. on Friday, February 22, 2013
Student Orientation Leader applications must be submitted to the Office of Student Activities and Leadership Development
209 Ralph Lee Student Center

For questions or more information
You may contact us at:
Phone: (256) 372-5615
Email: jasmine.buxton@aamu.edu

“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.