Student Orientation Leaders 2014

Student Orientation And Registration (S.O.A.R.) is looking for a few excellent students to serve as Student Orientation Leaders (SOLs) for the 2014 New Student Orientation Program.

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 at the end of the summer
- 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 2014-2015 academic year
- Maintain an undergraduate full-time status during the 2014-2015 academic year
- Must be available and able to attend all Mandatory Dates of Employment (see below) without exception as listed in this packet (i.e. 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.

Mandatory Dates of Employment 2014:

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 2014 (all dates and times are subject to slight change)

**S.O.A.R. Training Dates (ALL ARE MANDATORY)**

- **Tuesday, March 25th** – 5:30pm-7:30pm
- **Thursday, March 27th** – 5:30pm-7:30pm
- **Monday, April 14th** - 5:30pm-7:30pm
- **Tuesday, April 15th** – 5:30pm-7:30pm
- **Saturday, April 26th** – 10:00am-7:00pm

**Summer Dates (ALL ARE MANDATORY)**

- **Sunday, June 15th** – SOLs move into the Residence Hall
- **Monday, June 16th** – Tuesday, July 28th – S.O.A.R. Sessions
- **Tuesday, July 28th** – SOLs Move out of Residence Hall
- **New Student Convocation** - Dates TBD
**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, **Wednesday, February 19th**.
2. Short answers to the three questions must be turned in by the deadline, **Wednesday, February 19th**.
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 3:00 p.m. Wednesday, February 19, 2014.**

**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 among 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 3:00 p.m. Wednesday, February 19, 2014.

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 Leader Application

Application Date: ____/____/2014

Directions: Please print clearly. Applications are due by 3:00pm on Wednesday, February 19th. All information submitted is subject to verification. Incomplete applications will not be considered.

Section I: Contact Information
Name: __________________________
Preferred Name: ________________ Date of Birth ___/___/___
A#: ____________________________ Email address: ________________
Cell Phone number: ( ) __________ Local Phone number: ( ) __________
Local Address: ____________________________________________________________
________________________________________________________________________
Permanent Address and Phone Number (if different from above)
________________________________________________________________________
________________________________________________________________________

Section II: Academic Information (use additional paper if necessary)
Major: _______________ Expected Graduation Date ___/___/___
AAMU GPA: ___/4.0 If your University GPA does not meet our 2.95 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 and Extracurricular Activities:
________________________________________________________________________
________________________________________________________________________

Will you be an AAMU student in the 2014-2015 academic school year? Yes No

Section III: Student Profile
Name of High School and Year of Graduation: _________________________________
Date of entry at AAMU: ______
Current Class Standing 2014: (circle one) Freshman  Sophomore  Junior  Senior
What are your plans after you graduate from Alabama A & M University?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Section IV: Resume’ Please attach a copy of your resume’ to this application.

Section V: References Please submit two Reference Forms with your application
Section VI: 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: X___________________________________________ Print Name: ____________________________

How did you hear about the position?: ____________________________ Today’s Date:________________________

Section VII: Reference Forms and short answer essays

(a) Submit two complete Reference Forms (see pages 6 -9). They must be completed by a university official (ie a professor/supervisor, or staff member). Reference Forms may be submitted directly to: Jasmine H. Buxton, 209 Ralph Lee Student Center
(b) On separate sheets of paper respond in short answer format to the following questions. These short answers should be typed, double spaced, in Times New Roman 12-inch font and must be at least two paragraphs long for each question.
   a. 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 member?
   b. Why did you choose to attend Alabama A & M University? What is your favorite thing about campus? Why did you choose to come to an HBCU? What do you like most about it?
   c. What are the most significant challenges or concerns for new students entering college? What were the issues you faces 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 2014 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 to access to this document which is to be included in my application file for the position of Student Orientation Leader. I understand that this document may be sued 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: ___________________________________________________

Email 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 the 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 application’s ability in the 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 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 selection process. The application deadline is Wednesday, February 19, 2014. 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 the Office of Student Activities at (256) 372-5615.
Student Orientation Leader 2014 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 to access to this document which is to be included in my application file for the position of Student Orientation Leader. I understand that this document may be sued 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: ___________________________________________________

Email 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 the 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 application’s ability in the 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 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 the selection process. The application deadline is Wednesday, February 19, 2014. 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”.