OFFICE OF THE FIRST YEAR EXPERIENCE
Orientation Leader Application Materials
(Completed application due by Monday, March 13, 2009)

Job Description: Orientation Leaders (OLs) are role models as well as sources of support and information for new freshman and transfer students. They play a major role in facilitating the adjustment of new students and their families to the Delaware Valley College community. They share accurate information about academic, personal, and social resources while working collaboratively with faculty, professional staff, and student staff from other areas on campus.

OL Responsibilities: OLs assist with orientation events such as:
• Leading discussion groups with incoming students and family members
• Assisting in the preparation of orientation activities and materials
• Explaining academic opportunities and procedures
• Acquainting new students with campus services and building locations
• Assisting in the registration process

Selection Criteria: We are looking for a diverse group of students who possess the following qualities:
• Good academic and disciplinary standing (minimum cumulative GPA of 2.25)
• Campus or Community involvement (i.e. service, extra-curricular activities, etc.)
• Team player
• Positive attitude
• Public speaking skills
• Ability to work with diverse students, parents, faculty and staff
• Desire to be a leader and role-model, including on-campus, on-line and in the community

Benefits: Compensation and benefits are as follows:
• Summer housing during orientation responsibilities
• $500. Stipend
• Breakfast and Lunch during orientation sessions
• Polo and T-shirt

Terms of Employment:
• Ability to attend all training dates
• OLs must abide by all College student conduct codes at all times
• Full preparation, prompt attendance, and complete participation for all summer transfer and freshman orientation sessions
• Positive and effective responses to reasonable program needs, including setting up and cleaning up of program area
**2009 Orientation Calendar of Events (subject to change):**

**Training:** May 11, 12, 13, 14, 15  
**Orientation Part I:** June 1, 2, 3, 4, 5, 6, 7, 23, 24  
**Orientation Part II:** August 24, 25, 26  
**Week of Welcome (WOW):** August 27, 28, 29, 30

*Questions?* Contact Dr. Mena M. Birett, Assoc. Dean at (215) 489-2388/Filomena.Birett@delval.edu

**OFFICE OF THE FIRST YEAR EXPERIENCE**  
Orientation Leader Application

Name: ________________________________ ID#: ______________________

Campus Address: ______________________ Phone #: ____________________

Home Address: ________________________ E-Mail: _______________________

Sex: Male  Female  Class Year: ___________________________

Cumulative GPA: _____ Expected date of graduation: ___ / ___ / ___

Major(s): ________________________________________________

Minor(s): ________________________________________________

# of semesters as a resident student: _____  # of semesters as a commuting student: _____

Did you enter Delaware Valley College as a first-year student OR transfer student?

*(Students who begin their college education at DVC are considered first-year students. Students who spend at least one semester at a different institution and then enter DVC are considered transfer students.)*

If as a **first-year** student, please list your Undergraduate College. ________________________________

If as a **transfer** student, please list the semester/year you entered Delaware Valley College. ________________________________

Previous college(s) attended ________________________________

Previous job experiences: _____________________________________

Extracurricular activities: ________________________________

*Please feel free to use additional sheets or attach a copy of your resume*

I verify that the above information is correct.

Signature: ___________________________ Date: ___________________

**Personal Statement**

Please respond to the following question (minimum 500 words) and attach to your application:

*How would you define the responsibilities and characteristics of an orientation leader, and what previous experience do you possess that makes you a good orientation leader applicant?*
References

Please list the name, title, department, and telephone number of your references. At least one must be completed by a Delaware Valley College faculty or professional staff member. Please note that although peer references are welcomed and encouraged, only one may come from a student leader (i.e. Resident Assistant, Orientation Leader).

Name: ______________________________
Title: _________________________________
Department: __________________________
Telephone number: ____________________

Name: _______________________________
Title: _________________________________
Department: __________________________
Telephone number: ____________________

Please submit Orientation Leader Application, Personal Statement and References NO LATER THAN Monday, March 13, 2009 to the following office:
FIRST YEAR EXPERIENCE
Delaware Valley College
700 E. Butler Avenue
Doylestown, PA 18901
Attn: Dr. Birett
OFFICE OF THE FIRST YEAR EXPERIENCE
Orientation Leader Reference Form

Please return this form by Monday, March 24, 2009 in a sealed envelope to:
FIRST YEAR EXPERIENCE
Delaware Valley College
700 E. Butler Avenue
Doylestown, PA  18901
Attn:  Dr. Birett
Telephone: (215) 489-2215 Fax: (215) 489-2344

Applicant’s Name: ___________________________________________________

I waive my right to access this reference:  Yes    No Initials __________

The following information is to be filled out by the individual providing the reference:

Name of Reference: __________________________________________________
Title and Dept: ___________________________________________
Relation to Applicant: ___________________________________________
Length of Time Known Applicant: _________________________________

The selection of Orientation Leader staff is a major factor in the overall success of the Orientation Program for new students. Orientation Leaders are expected to assist new students in the preparation of their academic programs, to provide a realistic, constructive, informed view of Delaware Valley College life, and to ascertain and respond to individual needs.

The characteristics that excellent Orientation Leaders require include mature judgment, open-mindedness, intellectual and personal integrity, the ability to learn quickly, the capacity to work with an interesting, demanding and diverse group of individuals, interpersonal skills, and the inner strength to work well under pressure derived from a demanding job.

On the back of this form, please record your impressions of the applicant. Additional comments that include specific references to the applicant’s actions and behavior are of greatest value. The information on this form will be read and used by the selection committee only. Your assistance in the selection process, which includes application forms and interview, is confidential.

Thank you for your assistance. If you have any questions, please do not hesitate to contact Dr. Mena M. Birett, Assoc. Dean at (215) 489-2388.

Delaware Valley College is an Affirmative Action/Equal Opportunity Educator and Employer.
PART I
On a scale of 1 to 5, please evaluate the applicant on the following characteristics:

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<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Excellent</th>
<th>No Opportunity to Judge</th>
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<td>Work with diverse student populations</td>
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PART II
On a separate sheet of paper, please respond to the following:
Based on your knowledge of the applicant, please comment on his/her chances for success as an orientation leader. We are particularly interested in learning more about the applicant’s work ethic as well as strengths and possible challenges regarding job performance. Please include specific references to the applicant’s actions and/or behavior.

PART III
I recommend the applicant for hire ___ With Reservation ___ Strongly ___ Enthusiastically

Signature: ___________________________ Date: ___________________
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