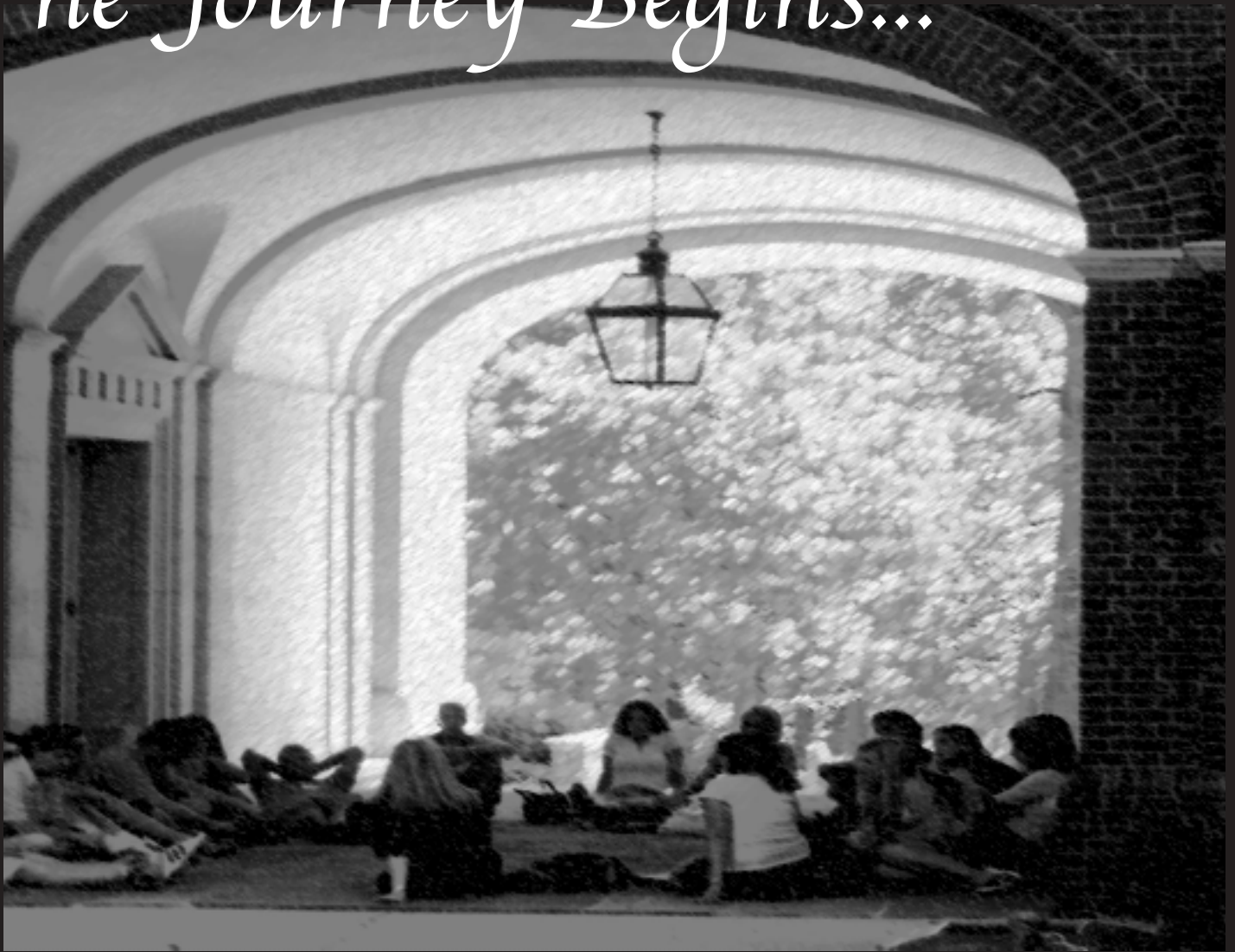


*The Journey Begins...*



2004  
*Summer Orientation Undergraduate Leader  
Application*



## Let your journey begin ...

by becoming a Miami University Summer Orientation Undergraduate Leader (SOUL). This dynamic group of students represents the many facets of the university community. SOULs demonstrate academic commitment, leadership ability, strong communication skills, and a dedication to Miami. Get on the bus and apply today to share in a meaningful experience that will shape your life and the lives of others.

### What will you do as an Orientation Leader?

- Share your university experiences with new students and families
- Facilitate small group discussions
- Facilitate Sibling Program activities
- Assist families in understanding the demands of college life through the Family Program
- Help students and families navigate campus
- Perform skits for large audiences
- Assist students in understanding the academic advising process
- Fulfill residence hall responsibilities for the summer
- Interact with faculty and staff members throughout the summer



### What do we expect of you as an Orientation Leader?

- Demonstrate leadership ability as a role model for new students
- Participate in all aspects of the Orientation Program, including First Year Institute and August and January Orientations
- Participate in all training activities
- Live in the residence halls and eat meals in the dining halls
- Display prompt, courteous, and friendly behavior
- Demonstrate a commitment to developing community with other Orientation Leaders
- Have FUN!

### What's in it for you?

- Personal growth
- New friendships
- Competitive salary of approximately \$2000
- Palm Pilot
- Timbuk 2 messenger bag
- Residence hall room and meal plan during Summer Orientation and training
- Compensation for work during First Year Institute, August Orientation and January Orientation





# Application Process

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## 1) Phase I: Application and Recommendations

Your completed application, including your resume and two recommendation forms, is due no later than **5:00 PM on February 2, 2004, to 220 Warfield Hall**. We will evaluate all applications and recommendations to determine who will participate in the interview process. Candidates are NOT guaranteed an interview. Applicants may pick up letters of continuance/non-continuance in 220 Warfield Hall on **February 9, 2004, between 12:00 PM - 5:00 PM**. If you are extended an offer to continue to Phase 2, you will sign-up for your interview on **February 9, 2004, between 12:00 PM - 5:00 PM**.

## 2) Phase 2: Group and Individual Interviews

Group Interview. Each applicant will have the opportunity to facilitate a small group discussion on an issue relevant to incoming first year students. Issues can include, but are not limited to, academic adjustment, life in the residence halls, time management, and getting involved. The group interview will last approximately 1 hour, with each applicant facilitating a ten minute discussion or activity. Applicants are in complete control of the discussion. The Orientation Staff will observe the group process. Group interviews will take place **February 11 - 20, 2004**.

Individual interview. The individual interview will occur immediately following the group interview session. Here you will have the opportunity to talk with members of the Orientation Staff about your qualifications. You will sign-up for an individual interview at the same time as the group interview. Individual interviews will take approximately twenty minutes, and will occur **February 11-20, 2004**.

Those hired will demonstrate the ability to communicate effectively and represent the Miami community. Final notification letters will be available in **220 Warfield Hall on February 25, 2004, between 12:00 PM - 5:00 PM**.

## Dates of Employment

Summer Orientation Staff Meetings:	Monday, March 8, 2004, 7:00 PM - 8:30 PM Tuesday, April 6, 2004, 7:00 PM - 8:30 PM
Spring Training Retreat:	Friday, March 26 - Saturday, March 27, 2004
Summer Orientation Move-in:	Tuesday, May 18, 2004
Summer Training:	Wednesday, May 19 - Wednesday, June 2, 2004
Summer Orientation & Registration Program:	Thursday, June 3 - Friday, July 2, 2004
Summer Orientation Move-out:	Friday, July 2, 2004
August Orientation:	Thursday, August 19 - Friday, August 20, 2004
First-Year Institute:	Friday, August 20 - Monday, August 23, 2004
January Orientation Move-in:	Thursday, January 6, 2005
January Orientation:	Thursday, January 6 - Friday, January 7, 2005

*All dates and times are subject to change.*

*Be prepared to devote some evening and weekend hours to training and Orientation.*

## Compensation Package

Salary of approximately \$2000 for Summer Orientation and training. Salary of approximately \$100 for August Orientation and FYI. Room and board during Summer Orientation and training.

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# S.O.U.L. Application

## Part 1: Personal Information

Name: \_\_\_\_\_ Banner ID Number: \_\_\_\_\_

Local Address: \_\_\_\_\_ Local Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cum. G.P.A. (min. 2.7): \_\_\_\_\_

Major(s): \_\_\_\_\_

Class Standing for Fall Semester 2004: \_\_\_\_\_

## Part 2: Written Responses

1. Please submit a resume or activity sheet, including your employment history, campus activities, and/or community service involvements. Indicate leadership positions where applicable. Please limit to one page.

2. Please answer the following questions on separate sheets of paper. Your responses should be limited to a total of four double-spaced, typed pages.

A) Describe a journey that you have taken within the course of your life? What did you learn from the experience? Has that changed you in any way?

B) The Office of Orientation Programs works hard to address the many issues that face first year students. Discuss the issues you feel are necessary to address in order to welcome the Class of 2008.

C) Discuss something about yourself that is important for us to understand and has not yet been revealed through your application.

## Part 3: Recommendations

Please list the two individuals who will provide your recommendations. One recommendation must come from a Miami University professional faculty or staff member. The other may be a faculty, staff, or community member, or a previous supervisor. Please submit your recommendations in a sealed envelope with your application packet.

Name

Title

Office Phone

1. \_\_\_\_\_

2. \_\_\_\_\_



# 2004 Summer Orientation Leader Recommendation Form

Applicant's Name: \_\_\_\_\_

I (circle one) DO/DO NOT waive my right to inspect the contents of this recommendation.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## Part 1:

Summer Orientation Leaders serve as representative of Miami University. They must demonstrate knowledge of the university, leadership ability, and strong communication skills, including the ability to lead small groups, perform in front of large audiences, and engage in one-on-one conversations. Please evaluate the applicant according to his/her PRESENT level of proficiency in the following areas:

*Knowledge of Miami*

\_\_\_ Excellent \_\_\_ Very Good \_\_\_ Good \_\_\_ Marginal \_\_\_ Unacceptable \_\_\_ N/A

*Enthusiasm about Miami*

\_\_\_ Excellent \_\_\_ Very Good \_\_\_ Good \_\_\_ Marginal \_\_\_ Unacceptable \_\_\_ N/A

*Leadership ability*

\_\_\_ Excellent \_\_\_ Very Good \_\_\_ Good \_\_\_ Marginal \_\_\_ Unacceptable \_\_\_ N/A

*Commitment to the academic climate*

\_\_\_ Excellent \_\_\_ Very Good \_\_\_ Good \_\_\_ Marginal \_\_\_ Unacceptable \_\_\_ N/A

*Appreciation of diversity*

\_\_\_ Excellent \_\_\_ Very Good \_\_\_ Good \_\_\_ Marginal \_\_\_ Unacceptable \_\_\_ N/A

*Group facilitation skills*

\_\_\_ Excellent \_\_\_ Very Good \_\_\_ Good \_\_\_ Marginal \_\_\_ Unacceptable \_\_\_ N/A

*Communication skills*

\_\_\_ Excellent \_\_\_ Very Good \_\_\_ Good \_\_\_ Marginal \_\_\_ Unacceptable \_\_\_ N/A

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Part 2:

Please answer the following questions in a way that will enable us to know the applicant better.

1. *How would you describe the applicant's character? Is the applicant enthusiastic? Adaptable? Sensitive to others?*

2. *How well will this student perform as a member of the Summer Orientation Staff? Is the applicant self-motivated? Articulate? Sensitive to issues of diversity? Knowledgeable about Miami and the Oxford community?*

*Additional Comments:*

## Part 3:

*How do you rate the applicant's qualifications as an Summer Orientation Leader?*

\_\_\_ Excellent \_\_\_ Very Good \_\_\_ Good \_\_\_ Marginal \_\_\_ Unacceptable \_\_\_ N/A

*How do you rate the applicant's ability to serve as an official representative of Miami University?*

\_\_\_ Excellent \_\_\_ Very Good \_\_\_ Good \_\_\_ Marginal \_\_\_ Unacceptable \_\_\_ N/A

*What is the nature of your relationship with this student? How much contact have you had with the applicant?*

**Recommender's Name**

**Title/Position**

**Mailing Address**

**Office Phone**

**Signature and Date**

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• Please return by February 2 , 2004 to Orientation Programs, 220 Warfield Hall