Dear Prospective Orientation Leader,

Thank you for your interest in the Orientation Leader position for the 2009-2010 academic year. Orientation Leaders are instrumental in the transition process of new Colby-Sawyer students. By becoming an orientation leader you will: gain valuable leadership experience, increase your communication skills, and make a difference in a peer’s life. Please look over the materials in this packet to find out if this position is for you.

Enclosed you will find the following information:

a. the purpose of orientation;
b. description of the Orientation Leader position;
c. application instructions;
d. application coversheet and;
e. two recommendation forms

Again, thank you for your interest in the Orientation Leader position. If you have questions about these materials, please contact me. I look forward to receiving your application.

Sincerely,

Sharon Williamson
Director of Campus of Activities and Coordinator of Orientation
swilliamson@colby-sawyer.edu
603-526-3756

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Mission of the New Student Orientation Program

The Colby-Sawyer New Student Orientation Program is designed to introduce new entering students to the college’s living and learning community. During this multi-day program prior to the start of the fall semester, new entering and transfer students learn about the college’s mission, academic requirements and procedures, co-curricular programs and services, and opportunities for community involvement.
The Role and Responsibilities of Orientation Leaders

Orientation Leaders play a critical role in new students’ transition to the Colby-Sawyer community. Orientation Leaders work to create a comfortable and safe environment in which entering students can individually and collectively “find their feet” in our community. The Orientation Leader must be committed to providing new entering and transfer students with the tools and knowledge they will need to manage the challenges and rigor of college life and develop a sense of citizenship in our community.

As a New Student Orientation Leader this fall, you will be expected to:

- attend and fully participate in Orientation Leader training;
- collaborate and cooperate with Residential Education staff;
- assist with check-in, Convocation, and academic advising meetings;
- attend and bring your Orientation Group to all programs;
- work with the other Orientation Leaders to develop and present appropriate student facilitated programs;
- use good judgment in representing the college and uphold the institutional standards, including the Code of Community Responsibility;
- refrain from consuming alcohol or hosting guests on campus during training and New Student Orientation;
- attend and participate in orientation programs throughout the first semester.

The Orientation Leadership Time Commitment

Once chosen, our Orientation Leader Team must attend training sessions in the spring and fall and be available for on-line discussions throughout the summer via e-mail. Listed below are the principal time commitments:

1. one spring training session (2 hours) — Date to be announced;
2. a two day training session — Wednesday, September 2nd to Thursday, September 3rd
3. orientation — Friday, September 4 to Monday, September 7, 2009

Application Instructions

To apply for an Orientation Leadership position, please take the following steps:
1. Complete the attached basic application form.
2. Create a cover letter which will introduce yourself, speak to why you want this position, what you have to offer in this position, what leadership skills you have and how you hope to benefit by taking on this role. You may want to utilize the services of the Harrington Career Development Center.
3. Create a resume (again, Harrington Career Development Center can help you with this).
4. Have two separate staff and/or faculty members complete the reference forms (the referees can send their reference forms to the Campus Activities office by March 6th).
5. Send your application materials (i.e., application form, cover letter, and resume) to the Campus Activities Office, by Friday, March 6th.
6. When you drop off your application, you will need to sign up for both an individual interview and a group interview.
7. After the individual and group interviews are completed, you will be notified by March 31st as to whether or not you were chosen to be an O.L.
The following are minimum eligibility requirements to be an Orientation Leader:

- Full-time student for Fall 2009
- Good academic standing (2.3 or higher). Your GPA will be verified after grades are calculated in May 2009.

**2009 Orientation Leader Application Form**

Applicant Full Name

Applicant email address

Applicant room/cell phone

<table>
<thead>
<tr>
<th>Current Class</th>
<th>Major</th>
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<tbody>
<tr>
<td>1st Year</td>
<td></td>
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<tr>
<td>Sophomore</td>
<td></td>
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<tr>
<td>Junior</td>
<td></td>
</tr>
<tr>
<td>Senior</td>
<td></td>
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</tbody>
</table>

Cum GPA

Do you live on campus or are you a commuter student?

Are you an athlete?

If you are an athlete what sport(s) do you play at Colby-Sawyer?

What clubs and organizations are you involved with?

Do you participate in intramurals?

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Signature of Applicant      Date

Please turn in this application with your cover letter and resume to the Campus Activities office no later than Friday, March 6, 2009. Your references must also be turned in to the Campus Activities office by the 6th of March.
Orientation Leader Recommendation 2009

Orientation Leader Applicant Name

Evaluator Name and Title

Evaluator email address

Evaluator phone number

How Long Have You Known the Applicant

Please evaluate this candidate on each of the areas identified below. Please make additional comments that may help clarify your evaluation.

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<thead>
<tr>
<th></th>
<th>Weak</th>
<th>Average</th>
<th>Strong</th>
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<tbody>
<tr>
<td>Open-mindedness</td>
<td>1</td>
<td>2</td>
<td>3-5</td>
</tr>
<tr>
<td>Enthusiasm/Positive Attitude</td>
<td>1</td>
<td>2</td>
<td>3-5</td>
</tr>
<tr>
<td>Teamwork Ability</td>
<td>1</td>
<td>2</td>
<td>3-5</td>
</tr>
<tr>
<td>Responsibility</td>
<td>1</td>
<td>2</td>
<td>3-5</td>
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<tr>
<td>Interpersonal skills</td>
<td>1</td>
<td>2</td>
<td>3-5</td>
</tr>
<tr>
<td>Ability to work under pressure</td>
<td>1</td>
<td>2</td>
<td>3-5</td>
</tr>
</tbody>
</table>

Briefly comment on the applicant’s:
* Self confidence, response to stressful situations and ability to handle ambiguity
* Motivation and resourcefulness in new situations
* Ability to solve problems
* Level of responsibility

Please indicate whether you would:

- [ ] Highly recommend this applicant
- [ ] Recommend this applicant
- [ ] Recommend this applicant with reservations
- [ ] Can not recommend this applicant

Evaluator Signature

Date

Dear EVALUATOR: Please return this reference form in a sealed envelope to me by March 6, 2009. Thank you for taking the time to assist us with orientation.

Sincerely,

Sharon Williamson
Coordinator of Orientation and Director of Campus Activities