



Wartburg College Orientation
Team
New Staff
Application Packet
2012-2013

Positions Available:
Orange EXCELeration Staff
Orange EXCELeration Assistant

Wartburg College
Office of Campus Programming
Phone: (319)352-8260
Email: studentorgs@wartburg.edu
www.wartburg.edu/orientation

Wartburg College Orange EXCEleration New Team Member Application Application Packet 2012-2013

Position:

Wartburg College Offices of Campus Programming and First Year Experience are seeking well-rounded students who represent Wartburg and its collegiate experiences to participate in SOAR Days, Orientation Weekend and Winter Orientation as Student Orientation Staff. Individuals will assist in the recruitment and orientation process of over 500 new students and their families.

Orientation staff members serve as student life paraprofessionals who provide resources and services to new students, family and anyone else needing information concerning orientation. Staff members are part of a team who assist in the planning, coordination, implementation, and evaluation of an orientation program designed to assist new students make a smooth transition to academic and student life at Wartburg. There are two positions to apply which assist with New Student Orientation programs. The titles for these positions are: EXCEleration Staff (number of positions dependent on new student enrollment), and EXCEleration assistant (2 positions available). Any potential candidate must meet the minimum criteria and observe the commitments below. Each position may have more commitments or qualifications to be met. Please see following page for description of each position.

Qualifications:

- Demonstrate academic proficiency (minimum cumulative GPA of 2.5)
- Academic status of Sophomore, Junior, or Senior (as of the end of the 2011-12 academic year)
- Strong communication skills
- Wide range of campus experiences and involvement
- Positive attitude of Wartburg College
- Ability to be a team member and desire to work with diverse group of people

Commitments:

The following is a list of commitments for the Student Orientation Staff position: *(Please note that we have tried to list all possible commitments; however, there may be additions to this list)*

- Staff Trainings (2 to 3 Dates TBA -Winter Term 2012)
- Staff Photo Shoot (Date TBA – Winter Term 2012)
- One or more of the SOAR Dates: (May 12, 2012, May 19, 2012, June 3-4, 2012, June 17-18, 2012, June 24-25, 2012)
- Orientation Training (August 25, 2012—August 29, 2012)
- New Student Orientation — (August 30-September 4, 2012)
- Provide programming for EXCEleration group once a month during September, October and November 2012
- Evaluation/Wrap-up session — Fall 2012

Remunerations:

- Paid for training sessions, meetings and Orientation events
- Room and Board provided for early move-in and Fall 2012 training
- Room and Board provided for SOAR Day assistance (if needed)

Selection Process:

Individual Presentation and Interviews will take place **February 6-9, 2012** (please sign up for an interview time when you bring your application to the Campus Programming Office). The Group Development and Problem Solving will take place on **Sunday, February 12, 6-9pm**. The selection process has three components.

Individual Interview and Individual Presentation: All applicants will have an individual interview with the Director of Campus Programming. Applicants will be notified via email of confirmed interview time by **February 3, 2012**. All applicants are required to develop a presentation on one of the following topics: Diversity in College, Technology on a College Campus, Study Skills for College, Ways to Get Involved, or Important information for family/parents of a New Student. Applicants will have five minutes to present on the prepared topic. Presentations will be given during your individual interview.

No electronic media (i.e. PowerPoint) will be provided.

Group Development and Problem Solving: Large and small groups will participate in problem solving activities and informally present conclusions to small group facilitators and an interview panel. Applicants will also be expected to lead an icebreaker or energizer activity for their small group (prepared in advance of arrival). *Dress clothes not expected, as you will be moving around for the icebreakers and energizers.*

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POSITION DESCRIPTIONS

Orange EXCEleration Staff member: This position will be responsible for approximately twenty new students (either first year or transfer) which will take part in the new student orientation program, known as Orange EXCEleration. Persons must contact new students during summer months and participate in at least one SOAR day (either May or June). The position is also required to participate in training (during winter term and the week before Orange EXCEleration) as well as reading the text which is used for Orange EXCEleration. During Orange EXCEleration the following tasks will be expected from EXCEleration staff members:

- Assist faculty during academic sessions of Orange EXCEleration
- Facilitate discussions with new students, including Sexual Misconduct Policy
- Participate in all Orange EXCEleration events (training and programming)
- Assist with any set up or clean up that may be associated with EXCEleration events when needed
- Assist in enforcing Wartburg College policy at all EXCEleration events
- Provide customer service to all new students, family, friends and visitors during Orange EXCEleration and SOAR dates
- Meet with group once during the each month for the first three months of fall term (September, October, and November) and report activity to Director of Campus Programming
- Complete evaluation of Orange EXCEleration
- Perform other duties as assigned

EXCEleration staff members will gain the following experiences and skills:

- Facilitation and public speaking skills
- Ability to identify resources on campus
- More knowledge about campus life and Wartburg College
- Further enhance leadership skills
- Working with groups and persons with varying needs
- Being a part of a team experience

Orange EXCEleration Assistant: This position has responsibilities that pertain to new students as well as the logistics of Orange EXCEleration. Students hired to this position may be new or returning to staff. This position must participate in at least one SOAR date (either May or June). The position is also required to participate in training (during winter term and the week before Orange EXCEleration) as well as reading the text which is used for Orange EXCEleration. During Orange EXCEleration the following tasks will be expected from EXCEleration assistants:

- Participate in all Orange EXCEleration events (training and programming)
- Assist with any set up or clean up that may be associated with EXCEleration events when needed
- Assist in enforcing Wartburg College policy at all EXCEleration events
- Provide customer service to all new students, family, friends and visitors during Orange EXCEleration and SOAR dates
- Assist EXCEleration staff members when necessary throughout programming and academic portions of Orange EXCEleration
- Work directly with Director of Campus Programming and Orange EXCEleration Coordinators with ensuring all logistics of events are managed
- Perform other duties as assigned
- Complete evaluation of Orange EXCEleration

EXCEleration staff members will gain the following experiences and skills:

- Facilitation and public speaking skills
- Ability to identify resources on campus
- More knowledge about campus life and Wartburg College
- Further enhance leadership skills
- Working with groups and persons with varying needs
- Being a part of a team experience

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AS A REMINDER: If you are interested in serving on Orientation Staff, you may not already be committed to being a Resident Assistant or Pathways Peer. These other positions have conflicting training obligations and would not allow you to fully participate in Orientation training and events.

Application Process

Selection and assignments are made based on the skills and strengths of the individuals and their commitment to the goals of the orientation program.

Complete application form (typed)

Submit current resume

One recommendation form from Wartburg faculty/staff member (sheet provided)

Submit written exercise (see Prospective Student Letter below)

Complete Individual interview

Complete Individual presentation (as part of individual interview)

Complete Group interview

Prospective Student Letter:

You are to write a letter to a prospective student introducing yourself, discussing why you chose to go to Wartburg College and encouraging this individual to attend Wartburg.

(Typed and maximum one page)

The following is the information you know about the student:

Name: Tim Smith

Hometown: Marshalltown, IA

High School: Central High School

Age: 18

Major: Business

Visited Campus: Yes

**Applications are to be returned to the Office of
Campus Programming
(Student Life Suite, Saemann Student Center) by
Noon on
Friday, February 3, 2012**

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Please answer the following questions:

On a scale of 1-4, with 4 being the best, give an honest assessment of yourself in the space provided.

Your school spirit _____
Your leadership experience _____
Your ability to get along with peers in a group/work setting: _____
Your punctuality _____
Your overall knowledge of campus _____
Your communication skills _____

First Name _____ Last Name _____ Wartburg ID Number _____

Wartburg College Box Number /Address (provide if living off-campus) _____

Wartburg Phone Number _____ Hometown _____

E-mail address _____

Major _____ Minor _____

Class year/GPA (as of Fall Term 2011) _____ Expected Graduation Date _____

T-shirt Size _____ Birthdate _____

I am interested in the following position(s):

EXCEleration Staff Member EXCEleration Assistant I will accept any position that I am offered

I understand that by submitting this application I am giving the Director of Campus Programming the authority to check my academic and conduct records. I also verify the information I provided in this application is truthful.

Signature _____ Date _____

FOR OFFICE USE:

- Complete application form (please print)
- Submit current resume (typed)
- Provide recommendation sheet from Wartburg faculty/staff member
- Submit written exercise (typed)
- Complete Individual interview and presentation
- Complete Group interview



CANDIDATE RECOMMENDATION FORM

To be completed by Friday Feb 3, 2012 and delivered to Campus Programming Office, Student Life Suite

For _____

Completed by _____

Orange EXCEleration team members are a vital part of the New Student Orientation process at Wartburg College. These students will have the responsibility of serving as student life paraprofessionals who provide resources and services to new students, family and anyone else needing information concerning orientation. Staff members are a part of a team who assist in the planning, coordination, implementation, and evaluation of an orientation program designed to assist new students in their transition to academic and student life at Wartburg College. Please assist us in our selection process by providing an honest appraisal of the applicant's strengths and weaknesses. If you would care to make any additional comments about this applicant, please include with this form or e-mail them to Ashley Lang, Director of Campus Programming, at ashley.lang@wartburg.edu.

What is your relationship with this student?

Describe the extent of your contact with this student:

Please rate the student in the following categories:

	Below Average	Average	Above Average	Excellent	No basis for judgement
Punctuality					
Initiative					
Teamwork					
Attitude					
Problem Solving					
Decision Making					
Maturity					
Responsibility					
Communication skills					
Qualities as a role model					
Dependability					
Professionalism					
Enthusiasm					
Pride for Wartburg					
Genuine concern for others					