



**EAST CAROLINA UNIVERSITY**

**ORIENTATION  
ASSISTANT  
2010**

**APPLICATION PACKET**

First Year Center, Whichard 210, 328-4173, [www.ecu.edu/fyc](http://www.ecu.edu/fyc)



## Orientation Assistant 2010 Application Packet

### Position Description

New Student Orientation is a two day program for incoming students held in June and July. During orientation, students receive academic information, take the mathematics placement test, are introduced to student life, and register for Fall courses. New Student Orientation will consist of eight sessions for first-year students and transfer students with less than 30 hours, one summer school session, a transfer student orientation, and one session in August for those that could not attend summer dates.

As an Orientation Assistant (OA), you will be a member of a special group of student leaders who guide our new students through the challenging adjustment to college life. Orientation Assistants convey information to new students and their families about East Carolina University's programs and services and assist with all orientation events. The OA position is an outstanding opportunity for students interested in enhancing their leadership skills, and for those interested in sharing their excitement about East Carolina University. Orientation Assistants must be available for all of the programs (an exception is made during the August programs for Resident Assistants and Marching Pirates).

There is also a New Student Orientation program held in January for students starting in the Spring semester. Orientation Assistants have the option of working during this orientation session.

### Responsibilities

An Orientation Assistant will:

- Assist in the preparation of orientation activities and materials.
- Lead discussion groups and activities with incoming students.
- Help students become familiar with the ECU campus; including the services and resources that are available for students.
- Proctor the mathematics placement test and assist with the course registration process (on a limited basis).
- Perform duties to ensure the orientation program runs smoothly such as assist with check-in, answer questions, give tours, direct students and families around campus, etc.
- Serve as a role model to incoming students.
- Take an active role in making each student and family feel welcome at ECU.
- Introduce campus organizations and encourage new students to get involved with student life.
- Meet and greet students that are arriving early for the orientation program.
- Attend and actively participate in the Orientation Assistant training program.

## Qualifications

Orientation Assistants must possess:

- Excellent communication and customer service skills.
- A good academic standing (2.5 overall GPA or approval by Orientation).
- A positive disciplinary standing.
- Willingness to work as part of a diverse team.
- Enthusiasm for ECU.
- A high energy level.
- An interest in working with students, families, faculty, and staff.
- A desire to have a truly rewarding and fun experience.

## Training

All Orientation Assistants will be required to participate in a training program that will begin during the spring semester with one or two training sessions, depending on class schedules. Orientation Assistants will be able to move into their rooms on June 5, 2010\*. Training will be held June 5 through June 13, 2010\*.

## Orientation Dates

The dates for the orientation programs are:

OA Training

June 5-June 13, 2010\*

New Student Orientation programs

June 14-15, 2010

June 16-17, 2010

June 21-22, 2010

June 23, 2010 (Summer Session II)

June 28-29, 2010

June 30-July 1, 2010

July 7-8, 2010

July 12, 2010 (Transfer Orientation)

July 14-15, 2010

July 19-20, 2010

August Orientation

August 20, 2010\*

Spring Orientation

January 5-6, 2011

Orientation Assistants must be available for **all** of the programs (exceptions are the August program for those OAs who are also Resident Assistants or Marching Pirates and the January program, which is optional). Although sessions are held Monday-Thursday, OAs will be expected to be available to work Friday mornings, Sunday evenings, and the evenings before an orientation session **if needed**. The sessions will end on July 20, 2010. OAs are expected to assist with clean-up on July 21, 2010 and will be expected to move out of their rooms by 5:00pm on July 22, 2010\*.

\*dates subject to change

## **Benefits**

Orientation Assistants will:

- Gain and develop significant leadership skills.
- Impact the lives of new students and their families.
- Meet new people and develop new friendships.
- Receive a \$1,850 stipend for training and working the 10 sessions throughout June and July and the session during August. Taxes and FICA will be deducted from this amount.
- Be provided housing beginning with summer training through the end of the orientation sessions.
- Receive a declining balance meal card used during training and orientation sessions.
- Be provided orientation polos and a nametag to be worn during sessions.
- And much more!

## **Application Process**

Applications will be available in the First Year Center (210 Whichard) November 4, 2009-January 20, 2010 or online at [www.ecu.edu/fyc](http://www.ecu.edu/fyc). The application and two reference forms are due by 5:00pm on Wednesday, January 20, 2010. Applicants will participate in group and individual interviews. You will sign up for these when you submit your application. Group interviews will be held on Wednesday, January 27 and Thursday, January 28, 2010 from 7:00-9:00pm. (You will only attend one night. If you cannot attend either night, Orientation staff will make other arrangements to meet with you.) Individual interviews will be held the week of February 1, 2010. Applicants selected to be Orientation Assistants will be notified during February 2010.

## **Interviews**

Orientation Assistant applicants will participate in a series of interviews.

### **Group Interviews**

Group Interviews are a chance for the selection committee to observe how applicants work in a team. It is also a time for you to learn more about the Orientation Assistant position. The interviews will be held on Wednesday, January 27, 2010 and Thursday, January 28, 2010 from 7:00 – 9:00pm. If you cannot attend one of these dates, please contact the First Year Center. You will sign up for a group interview when you turn in your written application.

### **Individual Interviews**

Individual interviews allow for a more personal setting so we can get to know you better and ask specific questions about your abilities. It provides a final time for you to ask any questions about the position. Individual interviews will be held the week of February 1, 2010. You will sign up for an individual interview when you turn in your written application.

*Please note that you must turn in a written application before attending an interview.*



## Orientation Assistant 2010 Application Packet

### Frequently Asked Questions

***How many Orientation Assistants (OA's) do you hire?***

We hire twenty-five Orientation Assistants. We expect some returning OA's from the previous year. While returning OA's are not guaranteed a position, they do have prior experience.

***Can I take a summer school class and work for orientation?***

No, you wouldn't have time! The Orientation program begins early in the morning and extends late in the evening, making it impossible for you to attend class on orientation days and therefore difficult for you to do well in class. Online courses may be considered, but must be approved by the Orientation staff.

***Do I have to live on-campus during orientation?***

Yes, you must live in the residence hall during orientation sessions and the night prior to an orientation session. You do not have to stay in the residence hall when orientation is not in session.

***Can I go home when there aren't any orientation or training sessions?***

OAs will be able to leave campus when orientation is not in session (i.e., weekends) except during training. Staff may be required to return to campus on Sunday to meet students arriving early, or so we can prepare for the following session.

***Will I be able to have an additional job?***

Orientation can be very exhausting and it is recommended that you rest and have fun during your time off rather than working. Some OA's do work second jobs; however, your other employer must be willing to work around orientation events and days. You must also be available to work on Sunday evenings and/or the night before the orientation session.

***When will I know if I get the position?***

You will be notified in February 2010.

**Need additional information? Attend an information session:**

Wednesday, November 18, 2009, 2:00pm, Mendenhall Student Center, Room 221  
Tuesday, December 1, 2009, 4:00pm, Mendenhall Student Center, Room 14  
Wednesday, January 13, 2010, 7:00pm, Mendenhall Student Center, Room 221

Or contact the First Year Center at 328-4173 or [orientation@ecu.edu](mailto:orientation@ecu.edu).

**Good Luck with the Process! We Look Forward to Meeting You!**



## Orientation Assistant 2010 Application

***Type or neatly print all responses – Application is due to the First Year Center by 5:00 pm on Wednesday, January 20, 2010.***

**Personal Data (All applicants must complete this section)**

Mr./Ms.	Last Name	First Name	Middle Initial
Campus Address		Permanent Mailing Address – Street	
City	State	Zip Code	City
			State
			Zip Code
Telephone Number	ECU ID Number	Cumulative GPA <b>Minimum 2.5 GPA Required</b>	

Current year in school (check one)

Freshman    
  Sophomore    
  Junior    
  Senior

When coming to ECU, were you a transfer student?

Yes    
  No

Have you previously applied for an Orientation Assistant Position?

Yes    
  No    
 If yes, please indicate when: \_\_\_\_\_

Have you previously worked as an Orientation Assistant?

Yes    
  No    
 If yes, please indicate when: \_\_\_\_\_

**Campus Activities and Organizations**

Please list any student organizations in which you are, or previously have been, a member, officer, etc. Attach an additional sheet if necessary.

Organization	Position	Dates
--------------	----------	-------

**Employment/Volunteer Experience**

Please list previous employment and/or volunteer experience. Attach an additional sheet if necessary.

Employment/Volunteer Experience	Responsibilities	Dates
---------------------------------	------------------	-------

**The following is optional:**

If you wish to be identified with a particular ethnic group please check the following:

- |  |  |
|--|--|
| <input type="checkbox"/> African American, Black         | <input type="checkbox"/> Mexican American, Chicano         |
| <input type="checkbox"/> American Indian, Alaskan Native | <input type="checkbox"/> Native Hawaiian, Pacific Islander |
| <input type="checkbox"/> Asian American                  | <input type="checkbox"/> Puerto Rican                      |
| <input type="checkbox"/> Asia (Indian Subcontinent)      | <input type="checkbox"/> White or Caucasian                |
| <input type="checkbox"/> Hispanic, Latino                | <input type="checkbox"/> Other: _____                      |

**References**

Applicants are required to **submit two reference forms** to complete the written application process. Reference forms are attached and should be completed by faculty members, administrators, employers, or current student leaders. Please list below each person submitting a reference on your behalf:

Name	Title	Mailing Address
1.		
2.		

Do we have permission to contact the listed references? \_\_\_\_\_ YES      \_\_\_\_\_ NO

*This is to certify that the information contributed herein is true, accurate, and my own. I understand that incomplete or false information may subject me to disqualification from being considered for a position as an Orientation Assistant. I have read the Position Description for the Orientation position that I am applying for, and understand the responsibilities of the position for which I am applying. If selected, I will accept and carry out these duties and responsibilities. I also understand that Orientation will be accessing certain University records including grade point average, academic, and disciplinary standing as it relates to my candidacy. If I am appointed, I hereby grant permission to Orientation to have access to my academic and disciplinary records in order to verify eligibility for continued employment.*

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

\_\_\_\_\_  
Date

Your completed application(s) must be returned to the First Year Center, 210 Whichard.

**Return applications by 5:00 pm on Wednesday, January 20, 2010.**

It is your responsibility to make sure that your application is complete.



## **Orientation Assistant 2010 Application**

### **Essay Questions**

Please complete these essay questions on a separate sheet of paper (typed, double-spaced). Attach your completed essays to this application. The quality of the answer is more important than quantity.

1. Why do you want to be an Orientation Assistant? Identify the skills, talents, and characteristics you possess and could contribute to the position.
2. Reflect upon your first year at East Carolina University and identify three concerns or adjustment issues you may have faced. How did you deal with these issues and how can you help new students deal with similar issues?
3. In what ways do you think Orientation should help students prepare for their experience at East Carolina University?

## Orientation Assistant 2010 Application Reference Form

Applicant Name \_\_\_\_\_

*The Family Education Rights and Privacy Act of 1974 gives students the right to inspect and review their confidential records unless that right is waived. In accordance with the law, all applicants must indicate whether they do or do not waive their rights to view letters of recommendations or evaluation forms that are part of the application process.*

Please read the statement below carefully, and check the appropriate line:

I hereby waive the right to access this document. \_\_\_\_\_

I do not waive my right to access this document. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

To the reference:

The applicant is applying to be an Orientation Assistant (OA) during the summer of 2010. Orientation Assistant's play an important role in welcoming our new students and families to East Carolina University and representing the University. The position requires a huge amount of responsibility and dependability as well as the ability to be a role model to incoming students.

How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Please rate the applicant on the following characteristics based on the scale provided below:

	1-Poor	2-Fair	3-Average	4-Good	5-Excellent
Communication Skills	1	2	3	4	5
Customer Service Skills	1	2	3	4	5
Ability to work with others	1	2	3	4	5
Ability to work with diverse groups	1	2	3	4	5
Reliability/Dependability	1	2	3	4	5
Flexibility	1	2	3	4	5
Positive Attitude	1	2	3	4	5
Locating and Using Resources	1	2	3	4	5
Willingness to Accept Direction/Supervision	1	2	3	4	5

OVERALL EVALUATION (choose one)

Highly recommend     Recommend     Recommend with reservations     Do not recommend

On the back of this page, please feel free to comment on any strengths or weaknesses you have observed in the applicant.

Recommender's Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommender's name (please print) \_\_\_\_\_

Title \_\_\_\_\_ Telephone Number \_\_\_\_\_

Thank you for your assistance. If you have any questions, please call the First Year Center at 252-328-4173. Return this form to the First Year Center, 210 Whichard Building, Greenville, NC 27858, by **January 20, 2010**.

## Orientation Assistant 2010 Application Reference Form

Applicant Name \_\_\_\_\_

*The Family Education Rights and Privacy Act of 1974 gives students the right to inspect and review their confidential records unless that right is waived. In accordance with the law, all applicants must indicate whether they do or do not waive their rights to view letters of recommendations or evaluation forms that are part of the application process.*

Please read the statement below carefully, and check the appropriate line:

I hereby waive the right to access this document. \_\_\_\_\_

I do not waive my right to access this document. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

To the reference:

The applicant is applying to be an Orientation Assistant (OA) during the summer of 2010. Orientation Assistant's play an important role in welcoming our new students and families to East Carolina University and representing the University. The position requires a huge amount of responsibility and dependability as well as the ability to be a role model to incoming students.

How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Please rate the applicant on the following characteristics based on the scale provided below:

	1-Poor	2-Fair	3-Average	4-Good	5-Excellent
Communication Skills	1	2	3	4	5
Customer Service Skills	1	2	3	4	5
Ability to work with others	1	2	3	4	5
Ability to work with diverse groups	1	2	3	4	5
Reliability/Dependability	1	2	3	4	5
Flexibility	1	2	3	4	5
Positive Attitude	1	2	3	4	5
Locating and Using Resources	1	2	3	4	5
Willingness to Accept Direction/Supervision	1	2	3	4	5

OVERALL EVALUATION (choose one)

Highly recommend       Recommend       Recommend with reservations       Do not recommend

On the back of this page, please feel free to comment on any strengths or weaknesses you have observed in the applicant.

Recommender's Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommender's name (please print) \_\_\_\_\_

Title \_\_\_\_\_ Telephone Number \_\_\_\_\_

Thank you for your assistance. If you have any questions, please call the First Year Center at 252-328-4173. Return this form to the First Year Center, 210 Whichard Building, Greenville, NC 27858, by **January 20, 2010**.