**Job Description**

The Orientation Leader/Peer Advisor (OL/PA) position is a very unique experience that creates a strong, tightly bonded group of student leaders at Westchester Community College. By becoming an OL/PA, students get to widen not only their networks, but will develop leadership skills as well.

OL/PAs are vital to the process of planning, preparing, and executing New Student Orientation. They will help new students learn about the campus and community by creating a welcoming and informative environment. In the fall semester, these student leaders will work with new students and serve as a resource for information about academic policies and programs, campus life, and curricular/co-curricular activities.

Training and ongoing support will be provided to this team by the Department of Student Involvement. Through this position, students will be given the opportunity to gain real life experience, acquire practical and valuable skills, and make close relationships as they develop lifelong friendships with their peers. This is also a great opportunity to provide the College with a commendable service, and, in the process, receive letters of recommendation.

**Job Requirements**:

1. Participate in an overnight summer retreat and summer training week
2. Attend all team meetings and workshops
3. Attend the summer Orientation sessions
4. Volunteer at the Graduation Ceremony
5. Facilitate group activities with first year students at Orientation
6. Serve as a resource for new students in the fall semester.
7. Maintain a positive attitude, open-mind, and willingness to learn

**Qualifications**:

1. Must be a student enrolled at Westchester Community College for the spring and fall 2015 semesters
2. Must be in good disciplinary and academic standing (**minimum cumulative GPA of 2.5**)
3. Have good time management and communication skills
4. Ability to work in a team environment and amongst diverse groups
5. Desire to work with students, faculty and staff
6. Have a positive and motivated attitude

**Compensation**:

1. Obtain leadership and transferable skills by participating in various workshops and an overnight retreat
2. Create lifelong friends as you build strong bonds with your team and share in dynamic, fun and engaging group activities, to include trainings and social events
3. Develop connections with various faculty, staff and administrators while learning more about the college process and the resources available at Westchester Community College
4. Letter(s) of recommendation upon successful completion of the program
5. Make a positive contribution to the community as you make the most of your college experience

**For More Information**:

To learn about the application process, the OL/PA program, or other inquires, interested students can visit the Student Involvement Office in Student Center Rm. 103 or contact Adam Frank, Director of Student Involvement at [adam.frank@sunywcc.edu](mailto:adam.frank@sunywcc.edu) or (914) 606-6731.

**2015**

**Schedule of Events**

**WHEN WHAT WHERE**

**Wednesday, March 4 Informational Meeting Student Center Event Room**

**11:00am**

**Tuesday, March 31 Applications Due Student Involvement Office**

**3:00pm Student Center Room 103**

**Friday, April 10 Announcement of OL/PA Team Letters Emailed**

**Thursday, April 23 Orientation Team First Meeting\* Student Center Event Room**

**4:00pm**

**Monday, May 18 Graduation Rehearsal Assistance Academic Arts Theater**

**11:00am – 3:00pm**

**Monday, May 18 Cap & Gown Distribution Technology Lounge**

**2:00pm – 6:00pm**

**Tuesday, May 19 Cap & Gown Distribution Technology Lounge**

**11:00am – 6:00pm**

**Wednesday, May 20 Cap & Gown Distribution Technology Lounge**

**11:00am – 6:00pm**

**Thursday, May 21 Graduation Ceremony Volunteers\* Student Involvement Office**

**9:00am – 9:00pm**

**Thursday, June 18 – Orientation Leader Retreat\* Taconic Retreat Center**

**Friday, June 19**

**Tuesday, July 14 Orientation Team Meeting Student Center Event Room**

**2:00pm**

**Monday, August 3 Orientation Leader Training\* TBA**

**Tuesday, August 4 Orientation Leader Training\* TBA**

**Wednesday, August 5 Orientation Leader Training\* TBA**

**Thursday, August 6 Orientation Leader Training\* TBA**

**Monday, August 10 Orientation Leader Training\* TBA**

**Tuesday, August 11 ORIENTATION – SESSION 1\* Various**

**Wednesday, August 12 ORIENTATION – SESSION 2\* Various**

**Thursday, August 13 ORIENTATION – SESSION 3\* Various**

**Friday, August 21 Mystery “Thank You” Trip Surprise!**

**A (\*) beside an event indicates that attendance is mandatory.**

**NOTE 1: All OL/PA’s must volunteer for at least one cap/gown distribution time.**

**NOTE 2: August Orientation Leader Training & Orientation Sessions are ALL DAY events.**

**2014 – 2015**

**Application**

**BASIC INFORMATION**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthdate (MM/DD/YYYY): \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

**STUDENT INFORMATION**

Student Status (check one): full-time part-time

Number of Semesters Attending WCC:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cumulative GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intended Graduation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any jobs, activities, and/or volunteer programs you are or have been involved with on- or off-campus\*:

\*if you need more space, please attach a separate sheet to the application

1. Name of Involvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description:

1. Name of Involvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description:

1. Name of Involvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description:

**QUESTIONS**

***Here is your chance to express yourself! Please be sure to be thorough and complete with your responses as this section will be weighted heavily when selecting the team. Please type your responses in a separate document, print and attach them to the application.***

1. Why do you want to be an Orientation Leader/Peer Advisor?
2. From your understanding, why is it important for Westchester Community College to have an Orientation and Peer Advisor program?
3. How would you utilize your college experiences thus far to help teach and mentor first year students?
4. Please list and describe three (3) skills, attributes, or traits that you think will make you a qualified Orientation Leader/Peer Advisor.

**\* \* \* \* \* Reference Letter \* \* \* \* \***

Although you are NOT required, you can submit a reference letter from an individual who can attest to your qualifications for the position. Any reference letter you submit should be from a faculty or professional staff member who will support your qualifications for this position.

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

**Agreement and Verification of Information:**

I have read, understood and feel I am able to complete the Orientation Leader/Peer Advising position description and responsibilities. I affirm that the information which I have provided on this application form and all other application materials for the position are complete, accurate, and true to the best of my knowledge.

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

**COMPLETE APPLICATIONS ARE DUE TO THE**

**STUDENT INVOLVEMENT OFFICE (STUDENT CENTER ROOM 103)**

**NO LATER THEN TUESDAY, MARCH 31, 2015 AT 3:00pm.**

**If you have any questions, please contact Adam Frank, Director of Student Involvement at**

[**adam.frank@sunywcc.edu**](mailto:adam.frank@sunywcc.edu) **or at (914) 606-6731**