February 2012

Hello Outstanding Student –

**Congratulations!** You have been nominated by a member of the faculty, staff, administration or student body to serve as an **Orientation Leader/Peer Advisor (OL/PA)** for the 2012-2013 academic year. This year, we will be selecting a team of approximately thirty outstanding Westchester Community College students to help us welcome and transition first-year students.

This experience is guaranteed to be like no other. As an Orientation Leader/Peer Advisor you will: (a) bond and become close friends with the members of your team; (b) acquire strong leadership skills; (c) work with your own group of first-year students; and (d) get compensated for your service.

Attached you will find several documents that explain the position, its qualifications and the compensation you will receive for your participation. If you would like to learn more about being an Orientation Leader/Peer Advisor, we invite you to attend an **Informational Meeting on Tuesday, March 6 at 2:00pm in the Technology Building Lounge**.

In order to apply to be an Orientation Leader/Peer Advisor, please fill out the attached application. Remember, **applications are due no later than Tuesday, April 3, 2012 at 3:00pm**. So make sure you turn yours in on-time or else you may miss out on this exciting opportunity.

We look forward to reading your application and hopefully having you join us on the 2012-2013 Orientation Leader/Peer Advisor team! If you have any questions about the position, the application, or otherwise please do not hesitate to contact me at (914) 606-6731 or at adam.frank@sunywcc.edu. Thank you!

Sincerely yours,

Adam Frank
Director of Student Involvement
Westchester Community College  
Orientation Leader & Peer Advisor  
Job Description

The Orientation Leader/Peer Advisor position is a very unique experience that aims at developing the leadership qualities of students at Westchester Community College. By becoming Orientation Leaders (OLs), and soon after transitioning to Peer Advisors (PAs), students get to widen not only their leadership skills, but they also learn to mentor other students.

OLs/PAs are vital and intricate to the process of planning, preparing, and executing the New Student Orientation program, which all new incoming students will be required to attend. They will help new students learn about our campus and community by creating a welcoming and informative environment. Transitioning into Peer Advisors in the fall semester, these student leaders will mentor new students and serve as a resource for information about academic policies and programs, social organizations, campus life, and curricular/co-curricular activities.

Training and ongoing support will be provided to this team by the Departments of Student Involvement and Counseling. Through this position, students will be given the opportunity to gain real life experience, acquire practical and valuable skills, and make close relationships with 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 both Fall and Spring Orientation sessions
4. Facilitate group activities with first year students at Orientation
5. Create and facilitate workshops for first-year student advisees during fall semester
6. Maintain a positive attitude, open-mind, and willingness to learn

Qualifications:
1. Must be a student currently enrolled at Westchester Community College
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. Honorarium for work completed during Orientation and as a Peer Advisor in the Fall semester
2. Obtain leadership and transferable skills by participating in various workshops and an overnight retreat
3. Meet new friends and share in several group activities, including training and social activities
4. Develop connections with various faculty, staff and administrators while learning more about the college process and the resources available at Westchester Community College
5. Letter(s) of recommendation upon successful completion of the program
6. 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 Orientation Leader & Peer Advisor position, or other inquires, interested students can visit the Student Involvement Office in Student Center Rm. 109 or contact Adam Frank, Director of Student Involvement at adam.frank@sunywcc.edu or (914) 606-6731.
## Westchester Community College
### Orientation Leader & Peer Advisor
#### 2012-2013
##### Schedule of Events

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHAT</th>
<th>WHERE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, March 6 2:00pm</td>
<td>Informational Meeting</td>
<td>Technology Lounge</td>
</tr>
<tr>
<td>Tuesday, April 3 3:00pm</td>
<td>Applications Due</td>
<td>Student Involvement Office Student Center Rm 109</td>
</tr>
<tr>
<td>Friday, April 13</td>
<td>Announcement of OL &amp; PA team</td>
<td>Letters Emailed</td>
</tr>
<tr>
<td>Thursday, April 26 4:00pm</td>
<td>Orientation Team First Meeting*</td>
<td>Technology Bldg Room 107</td>
</tr>
<tr>
<td>Wednesday, May 9</td>
<td>Cap &amp; Gown Set Up</td>
<td>TBA</td>
</tr>
<tr>
<td>Monday, May 14</td>
<td>Graduation Rehearsal Assistance</td>
<td>TBA</td>
</tr>
<tr>
<td>Tuesday, May 15 4:00pm – 6:30pm</td>
<td>Cap &amp; Gown Distribution</td>
<td>TBA</td>
</tr>
<tr>
<td>Thursday, May 17 11:00am</td>
<td>Graduation Ushers</td>
<td>Student Involvement Office</td>
</tr>
<tr>
<td>Thursday, June 14 – Friday, June 15</td>
<td>Orientation Leader Retreat*</td>
<td>Taconic Retreat Center</td>
</tr>
<tr>
<td>Tuesday, July 17 2:00pm</td>
<td>Orientation Team Meeting*</td>
<td>Technology Lounge</td>
</tr>
<tr>
<td>Monday, July 30</td>
<td>Orientation Leader Training*</td>
<td>Technology Lounge</td>
</tr>
<tr>
<td>Tuesday, July 31</td>
<td>Orientation Leader Training*</td>
<td>Technology Lounge</td>
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<tr>
<td>Wednesday, August 1</td>
<td>Orientation Leader Training*</td>
<td>Technology Lounge</td>
</tr>
<tr>
<td>Thursday, August 2</td>
<td>Orientation Leader Training*</td>
<td>Technology Lounge</td>
</tr>
<tr>
<td>Monday, August 6</td>
<td>Orientation Leader Training*</td>
<td>Technology Lounge</td>
</tr>
<tr>
<td>Tuesday, August 7</td>
<td>ORIENTATION – SESSION 1*</td>
<td>Various</td>
</tr>
<tr>
<td>Wednesday, August 8</td>
<td>ORIENTATION – SESSION 2*</td>
<td>Various</td>
</tr>
<tr>
<td>Thursday, August 9</td>
<td>ORIENTATION – SESSION 3*</td>
<td>Various</td>
</tr>
<tr>
<td>TBA in Fall 2010</td>
<td>Facilitating Peer Advisor Meetings*</td>
<td>TBA</td>
</tr>
</tbody>
</table>

A (*) beside an event indicates that attendance is mandatory.
You must assist with at least one Graduation event.
Westchester Community College
Orientation Leader & Peer Advisor
2012 – 2013
Application

BASIC INFORMATION

Name: ____________________________________________________________

E-mail: __________________________________________________________

Home Address: __________________________________________________________________________________________________

City: ___________________________ State: ___________________________ Zip code: ___________________________

Phone #: ___________________________ Birthday (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

A. Name of Involvement: _________________

   Dates Involved: _________________________
   Brief Description:

B. Name of Involvement: _________________

   Dates Involved: _________________________
   Brief Description:

C. Name of Involvement: _________________

   Dates Involved: _________________________
   Brief Description:
QUESTIONS

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

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 letter of reference from an individual who can attest to your qualifications for the position. Below, please include the name and title of the individual providing the reference.

Name: ________________________________________
Title:_________________________________________

Email: ________________________________________
Phone: _______________________________________

How do you know this person? ____________________

* * * * * * * * * * * * * * * * * * * * * * * * * * * *

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 109)
NO LATER THEN FRIDAY, APRIL 3, 2012 AT 3:00pm.

If you have any questions, please contact Adam Frank, Director of Student Involvement at adam.frank@sunywcc.edu or at (914) 606-6731