



Position Description

The Orientation Leader (OL) position is a very unique experience that creates a strong, tightly bonded group of student leaders at Westchester Community College. By becoming an OL, students get to widen not only their networks, but develop leadership and other transferrable skills that can be used throughout their academic and professional careers.

OLs are vital to the process of planning, preparing, and executing New and Transfer Student Orientation. They provide support and assistance for new students in their process of learning about the college community. This is accomplished by creating a welcoming, informative and fun environment, while serving as both host and guide for new and incoming students during their day-long introduction to academic and student life at the college.

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, obtain letters of recommendation and develop a strong network.

Position 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. Volunteer during Welcome Week
6. Facilitate group activities with first year students at Orientation
7. Serve as a resource for new students in the fall semester
8. Maintain a positive attitude, open-mind, and willingness to learn

Qualifications:

1. Enrolled at Westchester Community College for the spring 2020 semester
2. 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 more about the application process, the OL program, or for other related inquiries, interested students can visit the Student Involvement Office within Student Center, Room 108 or contact Juan-Carlos Piñeiro, Assistant Director of Student Involvement via Juan-Carlos.Pineiro@SUNYWCC.edu or (914) 606-6731.



Orientation Leader Schedule of Events for 2020

<u>WHEN</u>	<u>WHAT</u>	<u>WHERE</u>
Thursday, March 5 4:00pm	OL Informational Meeting	Student Center Event Room
Tuesday, April 7th 3:00pm	Applications Due	Student Involvement Office via GetInvolved@SUNYWCC.edu
Friday, April 10	Announcement of OL Team	Letters Emailed
Thursday, April 16 4:00pm	Orientation Team First Meeting*	Student Center Event Room
Saturday, May 9 11:00am – 3:00pm	Open House Tours*	Physical Education Building
Monday, May 11 11:00am – 3:00pm	Cap and Gown Distribution ¹	Bookstore
Tuesday, May 12 11:00am – 3:00pm	Cap and Gown Distribution ¹	Bookstore
Thursday, May 14 9:00am – 9:00pm	Graduation Ceremony*	County Center
Tuesday, June 16 – Thursday, June 18	Orientation Leader Retreat*	Greenkill Retreat Center
Wednesday, July 15 2:00pm	Orientation Team Meeting	Student Center Event Room
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
Friday, August 7	Orientation Leader Training*	TBA
Monday, August 10	ORIENTATION – SESSION 1*	Various
Tuesday, August 11	ORIENTATION – SESSION 2*	Various
Wednesday, August 12	DAY OF REST	
Thursday, August 13	ORIENTATION – SESSION 3*	Various
Friday, August 14	ORIENTATION – SESSION 4*	Various
Friday, August 21	Mystery “Thank You” Trip	Surprise!
Saturday, August 22	Mystery “Thank You” Trip (rain date)	Surprise!
Tuesday, January 5	Winter Party & Reunion	Student Center Event Room

NOTE: Orientation Coordinators are required to attend all of the above.
Dates and locations are subject to change.

* Denotes Required Attendance

*1 – MUST volunteer for 1 time slot



2020 Application
Available Digitally at www.sunywcc.edu/olpa

REQUIRED INFORMATION

Name: _____ E-mail: _____

Address: _____ City: _____ State: _____ Zip: _____

Mobile/Cell Phone #: _____ Birthdate (MM/DD/YYYY): ____/____/____

Student ID: 000 _____ Student Status (check one): full-time part-time

Curriculum: _____ Cumulative GPA: _____

Number of Semesters Attending WCC: _____ Intended Graduation Date (MM/YY) : ____ / ____

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*

Name of Involvement: _____

Dates Involved: _____

Brief Description:

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Dates Involved: _____

Brief Description:

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Brief Description:

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Brief Description:



QUESTIONS

Here is your chance to express yourself in the written form! Please be sure to be thorough and complete with your responses, as this section will be weighted heavily during the team selection process. Please type your responses into a separate document, print and attach them to the application upon turning it in.

1. Why do you want to be an Orientation Leader?
2. From your understanding, why is it important for Westchester Community College to offer New and Transfer Student Orientation 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 would make you a qualified Orientation Leader.

AGREEMENT AND VERIFICATION OF INFORMATION:

I hereby acknowledge that I have read, understood and am confident that I am able to complete the Orientation Leader program, position and the responsibilities as outlined in this document. 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: _____
(Electronic Signatures Accepted)

**COMPLETE APPLICATIONS ARE DUE TO THE
STUDENT INVOLVEMENT OFFICE
VIA EMAIL
(GetInvolved@SUNYWCC.edu)
NO LATER THAN
Tuesday, April 7th, 2020 AT 3:00pm**

If you have any questions, please contact:
Juan-Carlos Piñeiro
Assistant Director of Student Involvement for Leadership and Multicultural Programs
Juan-Carlos.Pineiro@SUNYWCC.edu
(914) 606-6731
Student Center, Room 108