



Spring 2019

Hello Interested Student –

This is your first step to becoming a **2019 Orientation Leader (OL.)** 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 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) have a variety of fun and exciting experiences. Past members of the OL team have described their experience as, “nothing short of life-changing.”

Attached you will find several documents that explain the position, its qualifications and the opportunities available to OL's. If you would like to learn more about being an Orientation Leader, we invite you to attend an **Informational Meeting on Wednesday, April 3 at 12:00pm in the Student Center Event Room.**

In order to apply to be an Orientation Leader, please fill out the attached application. Remember, **applications are due no later than Wednesday, April 17 at 3:00pm.** So make sure you turn yours in on-time as otherwise you may miss out on this exciting opportunity.

We look forward to reading your application and hopefully having you join us on the Orientation Leader 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 getinvolved@sunywcc.edu.

Sincerely,

A handwritten signature in black ink that reads "Tiago Machado".

Tiago Machado
Director of Student Involvement



Job 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 Student Orientation. They will help new students learn about the campus community by creating a welcoming and informative environment as they serve as host and guide for new 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, 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. 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 2019 and fall 2019 semesters
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 about the application process, the OL program, or other inquires, interested students can visit the Student Involvement Office in Student Center Rm. 108 or contact Juan-Carlos Piñeiro, Assistant Director of Student Involvement Juan-Carlos.Pineiro@SUNYWCC.edu or (914) 606-6731.



Orientation Leader 2019 Schedule of Events

<u>WHEN</u>	<u>WHAT</u>	<u>WHERE</u>
Wednesday, April 3 12:00pm	OL Informational Meeting	Student Center 111
Wednesday, April 17 3:00pm	Applications Due	Student Involvement Office Student Center Room 108
Friday, April 26	Announcement of OL Team	Letters Emailed
Thursday, May 2 4:00pm	Orientation Team First Meeting*	TBD
Monday, May 13 11:00am – 6:00pm	Cap and Gown Distribution* ¹	Bookstore
Tuesday, May 14 11:00am – 6:00pm	Cap and Gown Distribution* ¹	Bookstore
Wednesday, May 15 11:00am – 6:00pm	Cap and Gown Distribution* ¹	Bookstore
Thursday, May 16 9:00am – 9:00pm	Graduation Ceremony Volunteers*	Westchester County Center
Monday, June 17 – Wednesday, June 19	Orientation Leader Retreat*	Greenkill Retreat Center
Wednesday, July 17 2:00pm	Orientation Team Meeting	Student Center Event Room
Monday, August 5	Orientation Leader Training*	Student Center Event Room
Tuesday, August 6	Orientation Leader Training*	Student Center Event Room
Wednesday, August 7	Orientation Leader Training*	Student Center Event Room
Thursday, August 8	Orientation Leader Training*	Student Center Event Room
Friday, August 9	Orientation Leader Training*	Student Center Event Room
Monday, August 12	ORIENTATION – SESSION 1*	Various
Tuesday, August 13	ORIENTATION – SESSION 2*	Various
Wednesday, August 14	DAY OF REST	Stay Home 😊
Thursday, August 15	ORIENTATION – SESSION 3*	Various
Friday, August 16	ORIENTATION – SESSION 4*	Various
Friday, August 23	Mystery “Thank You” Trip	Surprise!
Saturday, August 24	Mystery “Thank You” Trip (rain date)	Surprise!
Tuesday, January 7, 2020	Winter Party & Trivia Contest	Student Center Event Room

* Denotes Required Attendance
*1 – Must volunteer for 2 time slots



2019 Application

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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**COMPLETE APPLICATIONS ARE DUE TO THE
STUDENT INVOLVEMENT OFFICE (STUDENT CENTER ROOM 108)
NO LATER THAN
WEDNESDAY, April 17th, 2019 AT 3:00pm.**

If you have any questions, please contact:
Juan-Carlos Piñeiro - Assistant Director of Student Involvement
Juan-Carlos.Pineiro@SUNYWCC.edu - (914) 606-6731

