

Dear Applicant,

We are very pleased that you are interested in applying for the position of Student Orientation Leader for the 2012 program. The position of Orientation Leader is a highly respected position at Keene State College. Being an Orientation Leader offers you the important role of assisting the next group of incoming students attending Keene State with their transition and preparing them to be successful. It is an invaluable experience that allows you to give back to the college, work in a high energy youthful organization, and assist your future classmates! Before filling out this application, please take the time to read the attached job description. Note that you will have to be available for four training programs during the second half of spring semester and **August 20th-26th, 2012**.

How to Apply

All materials are to be submitted to the Orientation office located in the Academic and Career Advising Center (ACA) in Elliot Hall. Please note that the failure to turn in any elements of the application will result in the disqualification of the applicant.

1. Provide a completed application to the ACA by **4:30PM, Wednesday, February 15th**. Please be sure to carefully and thoughtfully answer all of the questions on the application to the best of your ability.
2. Attach a recent photograph to the application, and return it to the ACA by **4:30PM, Wednesday, February 15th**. The photograph helps us to keep the Orientation Leader selection process organized and is greatly appreciated by the selection committee
3. Arrange for one letter of recommendation: due to the Orientation office, mailstop 2602, by **4:30PM, Thursday, February 23rd, 2012**. Please see the recommendation section in the application form for further details. Letters will not be accepted after this date.
4. When you drop off the application, you also need to sign up for two things: (1) an individual interview and (2) a group interview. All candidates will have an individual interview and those that are forwarded to phase II of the process will be invited to participate in the group interview. All candidates will be notified by email about whether or not they're progressing to phase II by the **21st of February**. The sign-up sheet for these two interviews will be maintained by the ACA front desk staff. You must sign-up by **4:30PM, Wednesday, February 15th** when you turn in your application.

If you have any questions, feel free to call Erica Ricci at 401-749-6090 or email at (ericci@ksc.mailcruiser.com) or call Daniel Gannon at 603-489-9138 or email at (dgannon@ksc.mailcruiser.com). We will be in touch with you about the final decisions during the week before spring break.

Sincerely,
Erica Ricci and Daniel Gannon
2012 KSC Orientation Coordinators
Orientation@keene.edu

Keene State College Orientation 2012

New Student Orientation Leader Application

The application deadline is **February 15th**. Please note that in order to complete your application we need to receive one letter of recommendation, a blank copy of which is included at the end of this packet. The due date for the letter of recommendation is **Thursday, February 23rd, 2012.**

PLEASE TYPE YOUR RESPONSES.

Personal Information

Name:

KSC ID Number:

Age:

Academic Information

Class Rank (Circle One): First Year Second Year Third Year Fourth Year

Major (s):

Specialization/Option:

Minor:

Campus/Local Address:

Mail Stop #

Residence Hall/Room Number OR Local Address:

Local Phone/Cell Phone Number:

Permanent Address:

Permanent Phone Number:

KSC Email Address (This is how we will be in contact with you about the application process so please be sure to check this account regularly):

Extra-Curricular Activities/Interests: List any special interests/activities you currently participate in both on and off campus (or in an attached resume):

Leadership Experience List any leadership positions you have held (or in an attached resume):

Work Experience: List (or in an attached resume):

Essays

1. A major role as a member of the Orientation staff is to assist new students in their transitions to college. This can often be a difficult process. Briefly describe your transition to Keene and how you could use your experiences to help incoming students.
2. Orientation can be life changing, explain what you most want to receive from this experience. What do you have to offer others?

Please attach your photograph

The Orientation Selection Committee sees many applicants and a recent photograph will assist then in keeping the process organized. Thank you.

Letters of Recommendation

You must have one letter of recommendation, which may be written by anyone who knows you well such as faculty, staff, employer, Resident Assistant, Residence Director, etc. Before giving the form to the recommender, please be sure to fill out the top portion of the form to check off whether you “waive” or “do not waive” your rights to examine recommendations and then sign your name. Recommendations may be submitted on the back of the attached recommendation form or typed on a separate sheet and mailed. All written copies should be presented in a sealed envelope with your name on the outside. If mailed, please use the address below:

Orientation Committee
Mailstop 2602
Keene State College
Keene, NH 03435

Please keep in mind that without the letter of recommendation, you will not be considered for the Orientation Leader position. It is your responsibility to make sure that the letter is delivered to the Orientation Committee mailstop by Thursday, February 23rd, 2012.

Please Keep in Mind:

- You may submit your application separately from the recommendations.
- You must have at least a 2.5 cumulative GPA to be considered for this position.
- Your judicial record will be reviewed to make certain you are in good standing with the college. If you have any concerns about this, please note them as an enclosure to your application.

The dates you **must** be available are:

- Spring training dates:

All Staff March 25 Sunday 12-3 pm

Choice April 3 Tuesday 7-9 am

OR

April 5 Thursday 7-9 pm

Choice April 9 Monday 7-9 pm

OR

April 12 Thursday 7-9 am

All Staff April 15 Sunday 12-3 pm

Locations to be announced

- Summer correspondence with your assigned new students: flexible schedule.
- Orientation training and program: **August 20th-August 26th.**

I, _____, have completed this application to the best of my knowledge. I understand that falsification of any part of this application is grounds for immediate elimination from the hiring process or termination if hired.

Signature: _____ Date: _____