
ORIENTATION 2012 STAFF APPLICATION

For: Orientation Guide & Operations Staff

Hello Potential Orientation Staff Member!

Thank you for your interest in being part of the Orientation 2012 staff. We truly appreciate you taking the time to consider helping the newest members of the Sooner family settle in to their new home here at OU. We have high expectations for Camp Crimson, Sooner Orientation Weekend (SOW) and Freshman Week and we are glad you are interested in playing an integral role in our success.

Last year we were excited to see our transfer student numbers grow and to continue adding new elements to our Camp Crimson programming. As Camp Crimson continues to improve and our numbers keep increasing, we rely more and more on our student staff to help us be successful. Our recent growth is a direct result of the hard work and dedication of the staff members who came before you, and I am excited to see where the hard work and dedication of this year's staff will take us.

On the back of this page you'll find descriptions for Orientation Guide and Operations Staff as well as application deadlines and other pertinent information. Interviews will be held in February and we will have some activities throughout the spring to help get everyone ready for an amazing summer and fall. PLEASE go ahead and pencil in the training dates for the spring and summer now so that you will be available for these important activities if you are selected to be on staff.

On the following pages you'll find the actual application you will be submitting as well as questions that you will answer and attach to the application. Please be sure to read and fill out everything completely. If you have any questions, please contact me at Student Life in the Oklahoma Memorial Union, Suite 370, or at 325-3163. Thanks for your interest in Orientation 2012! I look forward to speaking with you during the interviews.

Sincerely,

Zac Stevens
Assistant Director, Student Life
Orientation and Transfer Programs

Orientation 2012

Position Descriptions

We are excited about Orientation '12! Continuing the tradition we started in 2006, when we say "Orientation" we are talking about an experience, not a program. The experience includes three strong programming components: Camp Crimson, Sooner Orientation Weekend (SOW) and Freshman Week, but also includes regular communication with new students to ensure that their transition to the University of Oklahoma is a great one and that they feel welcome and well-supported. Below you will see how each position helps us achieve those goals.

Operations Staff (maximum of 4) **Op Staff is a paid summer internship.**

Must have experience with Camp Crimson, SOW or with organization of another camp.

Op Staff will be hired and paid to work 30 hours per week starting the week of May 14 and ending the day before Fall 2012 classes start. Op Staff members will work closely with various campus departments, students and parents to effectively program Camp Crimson, Sooner Orientation Weekend and Freshman Week. Op Staff will work very limited and flexible hours through the spring semester, before starting the paid 30 hours per week position on the week of May 14. Op Staff will go on the Orientation Leadership Retreat with the Orientation Director, Orientation GAs, Orientation Guides and Crew in mid-May. Since this is a paid position, a resume with references must accompany this application.

Op Staff will be required to attend two training sessions during the spring semester.

Op Staff Applications due: Thursday, February 2, 5 p.m.

Interviews: Monday, February 6 – Wednesday, February 8

Interviews will be scheduled via phone after the application deadline.

Orientation Guide (9) **OGs will work multiple sessions of camp & at SOW.**

OGs will be paid during Camp Crimson. Prefer previous experience as a Camp Crimson Small Group Leader.

OGs will be responsible for all things related to Small Group Leaders (SGLs): interviews, selection, training, advising, etc. OGs will help interview and select SGLs in March. OGs will be responsible for training selected SGLs and organizing family gatherings during the spring semester. OGs will go on the Orientation Leadership Retreat with the Orientation Director, Orientation GAs, Op Staff and Crew in mid-May. OGs will be expected to serve as a liaison to their family's namesake. During SOW, OGs will help serve with Crew as volunteer coordinators. During the school year, OGs will continue to serve as a liaison to their family's namesake and help ensure that SGLs are fulfilling their requirements as "e-Mentors" to their campers.

Orientation Guides will be required to attend two training sessions during the spring semester, to plan an additional get-together with their SGLs and arrive early the first week of Camp Crimson and one day before the start of SOW.

OG Applications due: Thursday, February 2, 5 p.m.

Interviews: Monday, February 6 – Wednesday, February 8

Interviews will be scheduled via phone after the application deadline.

Orientation 2012 Personal Information Form

Orientation Dates

Camp Crimson: Transfer June 21-22 Camp Crimson: Service June 28-30
Camp Crimson: Boomer July 12-14 Camp Crimson: Sooner July 19-21 Camp Crimson: OKU July 26-28

Sooner Orientation Weekend: August 16-19

Freshman Week: September 10-14

**All staff must be in Norman on August 15
for a brief training session and work day**

PLEASE PRINT LEGIBLY.

Name _____ Phone _____

E-Mail _____

Next year I will be a: **Sophomore** **Junior** **Senior**

T-shirt size: **Small** **Medium** **Large** **X-Large** **XX-Large** **XXX-Large**

GPA of 2.5 or better? **Yes** **No**

I am applying for a position as *(if you are applying for both, please rank your choices 1st and 2nd)*

___ Operations Staff ___ Orientation Guide

For Orientation Guide applicants, please check the session dates that you will be available:

___ June 21-30 ___ July 12-28

If you have availability for both, will you be able to work in June & July or will you have to choose just one?

___ I can work both ___ I will have to choose just one

Orientation Staff Members Must:

- Attend afternoon training sessions on Sunday, April 15 and Sunday, April 22.
- Work closely with all other staff members to ensure the success of Orientation.
- Uphold all Orientation and OU policies including, but not limited to, grades, hazing, drugs and alcohol, and the Orientation Experience Mission & Values Statement.
- Fulfill other duties as assigned by the Orientation Director, Orientation Graduate Assistants and/or other qualified Student Life or Orientation staff members.

Orientation policies and the University of Oklahoma Student Code of Conduct require all student leaders to be in good standing with the university and maintain a minimum grade point average as designated by the organization and/or university. My signature authorizes the Orientation Staff and university personnel to review my academic records. In the circumstance that I do not meet the minimum requirement listed above, I understand that my application will not be considered. In addition, by signing, I agree to uphold the specific duties of the position(s) I am applying for (identified elsewhere in this packet), the Orientation Mission and Values Statement, and all Student Conduct Codes and Regent Policies of the University of Oklahoma.

Name

Signature

Date

SHORT ANSWER QUESTIONS

Be sure to answer the questions only for the position you are applying for (if you've chosen both positions, answer the questions for your #1 ranked position). Limit your answers to a maximum of 3 typed pages using a font no smaller than 12-point and 1" margins. Feel free to be creative!

OPERATIONS STAFF QUESTIONS

- 1) Why do you want to be an Op Staff member?
- 2) What are the greatest strengths you would bring to an office setting?
- 3) What do you foresee being the greatest challenge for Op Staff 2012?
- 4) In what ways do you see this year's Op Staff being able to improve upon Sooner Orientation Weekend and Freshman Week?
- 5) What do you hope to get out of the experience yourself?

ORIENTATION GUIDE QUESTIONS

- 1) Why do you want to be an Orientation Guide?
- 2) Explain how you can help develop the Small Group Leaders in your family.
- 3) What do you foresee being your greatest challenge as an Orientation Guide?
- 4) How do you see the Orientation Guide position developing to be a more critical part of our E-Mentoring program?
- 5) What do you hope to get out of the experience yourself?

Directions for turning in your application:

- 1) **Please read all of the information included before turning in your application!**
 - 2) Turn in your application by **5:00pm on the date noted on page 2** to Student Life (OMU 370). There is a file cabinet with a folder for Orientation applications.
 - 3) Turn in one complete copy of your entire application, which includes your personal data form (as cover page), resume (if applying for Operations Staff position) with references and responses to the above questions.
 - 4) Be honest and share your excitement for Orientation 2012!!
-
-