Approximately 60 carefully-selected rising sophomores, juniors and seniors will help orient our new students to Lafayette and help them prepare for individual success. Through small and large group experiences, educational programs, and social events, our 2016 New Student Orientation and Welcome Week Student Staff will increase new student’s familiarity with student life, faculty and academic expectations and opportunities, and our larger Easton community. We hope you will consider this leadership opportunity.

Criteria for Selection

Student Leadership and Involvement selects student leaders who are representative of the diversity we celebrate in our larger Lafayette community. Orientation and Welcome Week leaders are diverse in background, in thought, in action, and in life experiences, and exhibit multicultural-competency as one of their leadership attributes. In addition, a competent Orientation and Welcome Week Leader is enthusiastic, approachable, dependable, mature, and possesses high integrity and good communication. They are expected to possess a specific body of knowledge about the College acquired through training and experience and they must be sincerely interested in and skillful at sharing this information.

Candidates must have a cumulative grade point average of 2.8 or higher and be in good standing with the College in terms of personal conduct history. Academic and conduct records will be considered in the selection process.

Responsibilities of Orientation and Welcome Week Staff

- Attend and participate in April and August trainings
- Serve as a positive representative of the College to new students and their guests
- Act as a campus guide and resource during both orientation and welcome weeks as well as throughout the fall within the Connected Communities Program and in the spring in an informal capacity.
- Serve as an ambassador for Lafayette and hold oneself to the highest standards of conduct and behavior
- Hold peers accountable and set a good example for new students by exhibiting community values and College expectations
- Facilitate new students’ introduction to the College through Orientation and Welcome Week social and educational activities
- Strong interpersonal and time management skills. Creative, motivated and possession of strong work ethic
- Demonstrated involvement in campus organizations and/or broad knowledge of College structures, procedures and policies
New Student Orientation and Welcome Week Positions
Orientation Directors (2 positions available)
Welcome Week Directors (2 positions available)
Commons Captains (5 positions available)
Orientation Leaders
Welcome Week Leaders
Program Coordinators (2 positions available)

Orientation Directors
- Recruit, interview, and select the orientation staff (Commons Captains and Orientation Leaders)
- Facilitate the group and individual interview process
- Assist with the development and implementation of April and Fall trainings
- Attend weekly staff meetings, trainings, orientation, and welcome week events
- Assist incoming students and family members via email, telephone, and social media
- Responsible for planning, implementing, and evaluating specific aspects of the orientation program
- Assist with set-up and take down of all orientation and welcome week events
- Collaborate with Welcome Week Directors and Commons Captains to create a thoughtful and comprehensive first-year experience for incoming students
- Represent Orientation, Welcome Week and the Division of Campus Life at all Parent and Family events throughout orientation
- Stay connected and committed to Orientation and Welcome Weeks throughout the summer, through email, social media, and planning of the orientation program
- Adapt to change, maintain high energy and positive attitude
- Must have previously served on the Orientation Staff

Welcome Week Directors
- Recruit, interview, and select the welcome week staff (Welcome Week Leaders)
- Facilitate the group and individual interview process
- Assist with the development and implementation of April and Fall trainings
- Attend weekly staff meetings, trainings, orientation, and welcome week events
- Assist incoming students and family members via email, telephone and social media
- Responsible for planning, implementing, and evaluating of all Welcome Week Events
- Assist with set-up and take down of all orientation and welcome week events
- Collaborate with Orientation Directors and Commons Captains to create a thoughtful and comprehensive first-year experience for incoming students
- Design creative, innovate, dynamic, informative, educational and social programs throughout the first two weeks of the academic year
- Facilitate in the development of Welcome Week Leaders through proper delegation of responsibilities, providing assistance and direction when needed and create a cohesive team
- Represent Orientation, Welcome Week and the Division of Campus Life at all Parent and Family events throughout orientation
- Stay connected and committed to Orientation and Welcome Weeks throughout the summer, through email, social media, and planning of the orientation program
- Adapt to change, maintain high energy and positive attitude
**Commons Captains**

- Recruit, interview, and select the Orientation Leaders
- Facilitate the group and individual interview process
- Assist with the development and implementation of April and Fall trainings
- Attend weekly staff meetings, trainings, orientation, and welcome week events
- Assist incoming students and family members via email, telephone and social media
- Responsible for planning, implementing, and evaluating specific aspects of the orientation program
- Collaborate with Orientation and Welcome Week Directors to create a thoughtful and comprehensive first-year experience for incoming students
- Facilitate in the development of Orientation Leaders through proper delegation of responsibilities, providing assistance and direction when needed to create a cohesive team
- Represent Orientation, Welcome Week and the Division of Campus Life at all Parent and Family events throughout orientation
- Create the “Welcome to Lafayette” program for incoming students and family members
- Creates Team Challenges to encourage collaboration and teamwork
- Stay connected and committed to Orientation and Welcome Weeks throughout the summer, through email, social media, and planning of the orientation program
- Adapt to change, maintain high energy and positive attitude
- Must have previously served on the Orientation Staff

**Orientation Leaders**

- Promote interaction among groups of new students during small group discussions, meals, and activities
- Facilitate small group discussion on various topics, including academic expectations, social life at the College, involvement, and ways to integrate into the Lafayette community
- Work closely and collaboratively with orientation and welcome week staff to develop, prepare, implement, and evaluate all programs
- Role model appropriate academic and social behaviors to incoming students
- Read the selected book for the First-Year Summer Book Program and promote discussion around its themes and topics
- Represent Orientation, Welcome Week and the Division of Campus Life at all Parent and Family events throughout orientation
- Maintain your role as an Orientation Leader throughout the Fall semester by attending the Connected Communities Programs with your first year students, encourage participation in campus life events, and stay connected and engaged in their first year experience.
- Adapt to change, maintain high energy and positive attitude.

**Welcome Week Leaders**

- Promote interaction among groups of new students during Orientation and Welcome Week activities
- Lead and participate in Welcome Week community exploration events
- Work closely and collaboratively with orientation and welcome week staff to develop, prepare, implement, and evaluate all programs
- Assist with set-up and take down of all orientation and welcome week events
- Role model appropriate academic and social behaviors to incoming students
- Design creative, innovative, dynamic, informative, educational, and social programs throughout the first two weeks of the academic year
- Plan, implement, and evaluate of all welcome week events
- Represent orientation, welcome week and the Division of Campus Life at all Parent and Family events throughout orientation
• Maintain your role as a welcome week Leader throughout the fall semester by attending the Connected Communities Programs and encouraging participation in Campus Life events
• Adapt to change, maintain high energy and positive attitude

Program Coordinators
• Assist with the preparation of orientation and welcome weeks
• Manage the behind the scenes logistics of orientation and welcome weeks
• Prepare name tags, ids, t-shirts, and program support materials
• Maintain and update social media and email accounts, develop blog posts, and manage the first-year websites
• Create introduction of orientation and welcome week staff to incoming students through websites, publications and programming
• Develop the orientation and welcome week Introduction videos
• Assist with set-up and take down of all orientation and welcome week events.
• Represent Orientation, Welcome Week and the Division of Campus Life at all Parent and Family events throughout orientation
• Plays a critical role in the operational aspects of Orientation and Welcome Weeks
• Adapt to change, maintain high energy and positive attitude.
Selection Process

Step 1: Attend an Information Session
All applicants must attend one session to be eligible for any position. If you are unable to attend one of the sessions please contact Kristin Cothran at cothrank@lafayette.edu.

Wednesday, January 27 12noon and 7:30-8:30pm, Limburg Theater
Thursday, January 28 12noon and 4:30-5:30pm, Limburg Theater
Friday, January 29 12noon, Lumberg Theater

Step 2: Thoroughly review selection process information and application materials
Confirm that all the dates and times work in your schedule and note if you have any questions about the orientation and welcome week selection process.

April Training Dates for Orientation & Welcome Week
Thursdays 7-9pm on
April 7, 14, 21, 28

Fall Training
Friday, August 19 – Thursday, August 25

New Student Orientation
Friday, August 26-Sunday, August 28

Welcome Weeks
Monday, August 29 – Saturday, September 10

Step 3: Complete the online application
The application is designed to inform us about an applicant’s background, academic pursuits, and motivation for becoming a member of the orientation and welcome week staff.

Orientation Directors, Welcome Week Directors, and Commons Captains applications are due by Wednesday, February 3 at midnight.

Orientation Leaders, Welcome Week Leaders, and Program Coordinators applications are due by Sunday, February 14 at 12 noon.

Step 4: Participate in a group interview
The group interview process is designed to assess each applicant’s communication and listening skills, flexibility, maturity, cooperation, responsibility, self-initiative, and leadership style in a diverse team environment. Group interviews will be made up of 15-20 applications and will be facilitated by former orientation staff and a College staff member. Dress is business casual.

Group Interviews for Orientation Leaders, Welcome Week Leaders, and Program Coordinators are
Tuesday, February 16: 4-5:30pm / 5:30-7pm / 7-8:30pm
Thursday, February 18: 4:30-6pm / 6-7:30pm / 7:30-9pm

Step 5: Individual Interviews (pending invitation)
A select number of applicants will be invited to continue to the individual interview process. Individual interviews will be conducted by current Orientation and Welcome Week staff and a College staff member. The individual interview process is designed to provide more detailed insight regarding candidates’ experiences, qualifications, and understanding of the College and their role. Dress is business casual.

Individual Interviews will be held from Monday, February 22 until Friday, March 4.

Orientation & Welcome Week Final Selection Letter Week of March 14
**Student Information**

- First name
- Middle initial
- Last name
- I identify my gender as
- Pronouns I use
- I consider myself a member of this/these racial/ethnic group(s)
- City, State/Country of Origin
- Lafayette email
- L-Number
- Cell phone number
- Major/Degree (ex. Biology, B.S.)
- Cumulative GPA

Are you currently on any form of disciplinary or academic probation? Yes/ No

If you answered yes to the question above or if you wish to comment on any past conduct issue, please explain in the space provided below.

**Picture Upload:** If you would like, you may upload a photo of yourself. This is optional and will only be used to help us remember you during the process.

**Resume Upload:** Please upload a copy of your resume that demonstrates relevant leadership experience (e.g. high school activities, Lafayette activities, community service) you have had that make you a strong candidate for this role.

Are you going abroad at any point during the next two years? If so please indicate which semester you plan on traveling:
- Fall Semester of 2016
- Spring Semester of 2017
- Fall Semester of 2017
- I am not going abroad.
- I am currently abroad.

Which information session do you plan to attend? (Note: all applicants must attend one session to be eligible to apply. If you are unable to attend one of these sessions, please contact Kristin Cothran at cothrank@lafayette.edu)

- Wednesday, January 27 12 noon and 7:30-8:30 pm. Limburg Theater
- Thursday, January 28 12 noon and 4:30-5:30 pm. Limburg Theater
- Friday, January 29 12 noon, Limburg Theater
- I am unable to attend because I am abroad. (Note: you will be contacted with how to obtain this information.)

**Positions**

Please select all interested positions.
Orientation Director
Welcome Week Director
Commons Captain
Orientation Leader
Welcome Week Leader
Program Coordinator
Personal Information
This section allows the application reviewers to better understand you and your personality. With this in mind, please be creative and honest.

Please list three adjectives that your friends would use to describe you:

If you could describe Lafayette in one word, that word would be and why?

Short-Response Questions
Please respond to the questions below as completely and thoroughly as possible. (Maximum length: 250 words each.)

**QUESTION 1:** Because New Student Orientation, Welcome Weeks, and the Connected Communities Program are such important programs for first-year and transfer students, the College makes a conscious effort to recruit leaders who reflect the diversity of our larger community: diversity in background, in thought, in action, and in experiences, as well as leaders who exhibit multicultural competency. Describe why this value is important and how you will live this during Orientation and Welcome Weeks.

**QUESTION 2:** What is an important lesson you have learned at Lafayette? How would you use this knowledge as a student leader to help others?

**QUESTION 3:** What strengths and skills would you bring to this position? How will they contribute to the program and to the specific group to which you would be assigned?

**QUESTION 4:** Why do you want to be a member of the Orientation and Welcome Week staff?

Essay Question
Please respond to the question below to demonstrate how you support the New Student Orientation and Welcome Week goals and what you would contribute to the Connected Communities Program. (Maximum length: 500 words)

**QUESTION 1:** Please demonstrate below your commitment to New Student Orientation, Welcome Weeks and Connected Communities Program and how this commitment will foster a successful transition of incoming students to Lafayette.

Returner Staff Questions
Please respond to the questions below to demonstrate how you support the New Student Orientation and Welcome Week goals and what you would contribute to the Connected Communities Program. (Maximum length: 500 words)

**QUESTION 1:** What identities matter most to you and why? Based on one or more of those identities, how do you believe they influence your leadership?

**QUESTION 2:** In what ways have you served as a mentor, teacher, or role model? How will those experiences shape your role as a returning member of the staff?
Campus Opportunities

Please indicate below what other leadership opportunities you plan to apply for this spring or have been hired to do for the 2016-2017 academic year. You may make multiple selections:

- Resident Advisor
- Writing Associate
- Recreation Services Staff
- Teaching Assistant
- EXCEL Scholar
- Kaleidoscope
- Student Worker in Departmental Office (e.g. Student Leadership & Involvement, Campus Life)
- Admissions Ambassador
- Other (please specify)

Thank you for your interest in being a member of the Orientation and Welcome Week Staff!
We look forward to reading your application.
(You must hit "next" to submit your survey.)