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 2017 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 Staff Members are diverse in background, in thought, in action, and in life experiences, and exhibit multicultural-competency as one of their leadership attributes.

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.

New Student Orientation and Welcome Week Positions

Orientation and Welcome Week Leaders (OWLS) (50 positions available)
Program Coordinators (2 positions available)

Responsibilities of Orientation and Welcome Week Staff

- Attend and participate in Spring semester (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 Connected Communities 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
Orientation and Welcome Week 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
- Role model appropriate academic and social behaviors to incoming students
- Lead and participate in Welcome Week community exploration events
- Assist with set-up and take down of all orientation and welcome week events
- 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 and Welcome Week Leader throughout the Fall semester by attending 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.

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 throughout the spring, summer and fall semester.
- 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 25 4:30pm, Limburg Theater, Farinon College Center
Thursday, January 26 12:15pm and 6:30pm, Limburg Theater, Farinon College Center
Friday, January 27 12:15pm, Limburg Theater, Farinon College Center
Monday, January 30 12:15pm and 6:30pm, Limburg Theater, Farinon College Center

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 March 30, April 6, 13, 20, 27

Fall Training
Friday, August 18 – Thursday, August 24

New Student Orientation
Friday, August 25-Sunday, August 27

Welcome Weeks
Monday, August 28 – Saturday, September 2

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 and Welcome Week Leaders, and Program Coordinators applications are due by WEDNESDAY, February 1 at 11:59PM.

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 and Welcome Week Leaders, and Program Coordinators are
Tuesday, February 7: 4:30-6pm / 6-7:30pm / 7:30-9pm
Wednesday, February 8: 4:30-6pm / 6-7:30pm / 7:30-9pm
Thursday, February 9: 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 20 until Friday, March 3.

Orientation & Welcome Week Final Selection Letter Week of March 6
Student Information

- First name
- Last name
- I identify my gender as
- 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: Please upload a photo of yourself. This will be extremely helpful for us remember you during the process. We receive around 100 applications each year and pictures assist us in remembering all the candidates.

Are you going abroad at any point during the next two years? If so please indicate which semester you plan on traveling:
- Spring Semester of 2017
- Fall Semester of 2018
- I am not going 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 25 4:30pm. Limburg Theater, Farinon College Center
- Thursday, January 26 12:15pm and 6:30pm. Limburg Theater, Farinon College Center
- Friday, January 27 12:15pm, Limburg Theater, Farinon College Center
- Monday, January 30 12:15pm and 6:30pm, Limburg Theater, Farinon College Center
- 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 and Welcome Week Leader (OWLS)
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:

What piece of advice would you give a first year student about Lafayette?

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 the biggest decision you made this year? Why was it one of your biggest decisions?

**QUESTION 3:** Why do you want to be a member of the Orientation and Welcome Week staff?

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**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:** What strengths and skills would you bring to this position? How will they contribute to the program?

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**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 of the Big 8 identities (age, ability, ethnicity, gender, race, religion/spirituality, sexual orientation and socioeconomic status) matter most to you and why? Based on one or more of those identities, how do you believe they influence your leadership?

**QUESTION 2:** If we’re sitting here a year from now celebrating what a great year it’s been, what did we achieve together?

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**Campus Opportunities**

Please share with us your current involvement experiences. These could be on or off-campus, internships, part-time jobs, memberships or leadership roles in organizations.

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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.)