

Student Orientation Leaders 2018

Application Checklist

Use this checklist to help you complete the application process. Your completed application packet will consist of the following parts:

The online application form must be completed by 5:00pm on Friday, January 19, 2018.

Did you:

- Carefully read the entire application

- Complete the application carefully

- Have your Reference Forms completed

Job Description

The University of Cincinnati is looking for a group of excellent students to serve as Student Orientation Leaders (SOLs) for the 2018 Bearcats Bound Orientation program.

The benefits of being a SOL include opportunities to build and sharpen your leadership abilities, communication skills, and self-confidence. Graduates of the extensive and rigorous SOL Training program are a dynamic group of student leaders who are well connected, close-knit, and some of the best informed on UC's campus. Through this experience, SOLs become well-known, well-respected, and successful in their future endeavors.

Selection to be part of this 35-member team is a special honor and a rewarding opportunity for personal and professional growth.

What will your responsibilities be as a Student Orientation Leader?

- Welcome new students and guests to UC
- Lead discussion groups with incoming students and family members
- Assist in the preparation, organization, and presentation of orientation activities, materials, and programs
- Explain academic opportunities and procedures
- Acquaint new students and their families with the campus and campus services
- Conduct both day and evening sessions as needed
- Be a team player in supporting a diverse team of SOLs
- Perform tasks and responsibilities as assigned to ensure a successful Bearcats Bound Orientation program
- Share your UC experience
- Complete other duties as assigned

What are some of the benefits?

- Earn at least \$3,000.00
- Free room and board during the Bearcats Bound Orientation program
- Opportunity to attend the SOL retreat
- Extensive leadership training
- Grow, learn, and enhance your leadership and communication skills
- Consideration for future leadership and employment opportunities
- Opportunities to network and make connections with UC faculty, staff, and prominent administrators
- Recognition as one of UC's outstanding student leaders
- Have Fun!

What are some of the qualifications?

- Positive attitude and enthusiasm for UC
- Display and promote a courteous, prompt, and friendly attitude toward all
- Maintain an undergraduate, full-time status during the 2017-2018 academic year
- Be a full-time returning student for the 2018 Fall Semester

Application due by **5:00 p.m. Friday, January 19, 2018.**

- Good academic and judicial/disciplinary standing
- Minimum cumulative **GPA of 2.9**. If your GPA does not meet this, please attach an explanation.
- Must be available and able to attend all the **Mandatory Dates of Employment** (see below). This includes SOL Training, team meetings, SOL Retreat, Bearcats Bound Orientation, planning sessions, and programs. **This requirement is compulsory and binding**. Please do **NOT** apply if you are unable to meet this criterion. There is some discretion with the Flexible Dates of Employment. The Optional Dates are open dates
- **Must** live in the provided residence hall during SOL Training and Bearcats Bound New Student Orientation
- Due to the considerable time commitment involved, you will not be able to take in-person classes during summer semesters throughout SOL Training and Bearcats Bound Orientation
- Must be reliable, punctual, flexible, energetic, responsible, a team player, and demonstrate strong communication skills
- Must sign and uphold the terms of the 2018 Student Orientation Leader Agreement

2018 Dates of Employment

I. **Mandatory Dates of Employment:** Please **DO NOT** apply for the SOL position if you are not available for the dates listed in this section.

All Dates are for calendar year 2018 (*all dates and times are subject to slight change*)

- Saturday, **March 24:** Mini Camp 7:00 a.m. – 4:00 p.m.
- Friday, **April 27** – Friday, **May 25:** SOL Training 8:00 a.m. – 6:00 p.m.
- Sunday, **May 6** – Wednesday, **May 9:** SOL retreat
- Tuesday, **May 29** – Friday, **June 22:** **Bearcats Bound Orientation - Part I**
- Monday, **July 16** – Friday, **July 20:** **Bearcat Bound Orientation - Part III**
- Saturday, **July 21-22:** SOLs move out of Residence Hall
- Monday, **August 20** – Friday, **August 24:** New Student Orientation Programs

II. **Flexible Dates of Employment:** There is some flexibility in the following dates. If you are granted an interview, you must submit your requested dates-off in writing at the time of your interview. Please keep in mind that **favorable consideration will be given to applicants who have greater availability**.

- Monday, **June 25** – Friday, **July 13** **Bearcats Bound Orientation - Part II**

III. **Optional Dates of Employment:** You have the option to work or not work the following dates. You may elect **not** to work on any of these dates without any adverse consideration regarding your application.

- Wednesday, **August 15** – Friday, **August 17** Training for International Orientation, Make-up Orientation, Convocation, College Day, and Special Programs.

Compensation Package

- Earn at least \$3,000.00 (*this will be calculated at minimum wage per hour worked*)
- Room and board will be provided from **May 1 – July 22**
- SOL polos will be provided after completion of the final exam at SOL Training

Application due by **5:00 p.m. Friday, January 19, 2018.**

Disability Services

Students with disabilities who need academic accommodations or other specialized services will receive reasonable accommodations to meet their individual needs as well as advocacy assistance on disability-related issues.

University Policy on Non-Discrimination

The University of Cincinnati is committed to excellence and diversity in our students, faculty, staff, and all of our activities. A fundamental component to achieving diversity is ensuring equal opportunity for all through affirmative action and by providing an inclusive environment free from invidious discrimination in all of its forms. The university reaffirms its policy that discrimination on the basis of race, color, religion, national origin, ancestry, disability, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status, or gender identity and expression shall not be practiced in any of its activities. Furthermore, where past or present discrimination continues to have an adverse impact upon protected class members such as minority groups, women, disabled Vietnam era veterans, or disabled veterans, the university will take affirmative action in carrying out its policy of non-discrimination and equal opportunity for all.

A Word About the Interview Process

Present yourself truthfully, positively, and professionally on the application to help you obtain an interview. If you are **not** selected for an interview, we will notify you by email after the selection process is completed.

We will review and evaluate all applications, short answers, reference forms, and materials carefully and thoughtfully. To assist us in the selection process, we reserve the right to check records and information provided about you by you and other entities. Interviews will begin as soon as applications are submitted.

If you are granted an interview:

- We will contact you by phone to set up a mutually convenient time
- You will get clear directions to our office
- Arrive early to make a good impression
- The interview will last approximately 35-45 minutes
- The interview committee may consist of 2-6 interviewers
- Dress professionally
- Bring your request for dates off (see Flexible Dates of Employment)
- Bring your Bearcat Card

Final Reminders

- You must meet all the qualifications and be able to carry out the responsibilities.
- The Mandatory Dates of Employment **are mandatory**. You must be available to work on all of these dates. The dates and times are subject to slight change.
- Not everyone who applies will be granted an interview. To increase your chances of getting an interview and proceeding to the next phase, take your time when filling out the application and present yourself positively, truthfully, and professionally. Make sure all the information is accurate.
- Incomplete applications **will not be considered**. Please fill out the application completely. If you do not have the information that is requested or if it does not apply to you, write “Not Available” or “Not Applicable” as appropriate in the spaces provided.
- We are most interested in information such as:
 - your sense of responsibility, professionalism, motivation, and initiative
 - your ability to be in a leadership role amongst your peers
 - your sensitivity and openness to diverse populations
 - how you handle multiple tasks and demands
 - how you relate to your peers and supervisors
 - how you interact on a daily basis in group situations
 - your strengths, talents, dependability, and conscientiousness
- **The deadline for the application is 5:00 p.m. Friday, January 19, 2018.**