Student Services

CNR Wisdom for life.

Student Development

Student Orientation Staff (SOS) Leader Application

Dear Applicant:

Thank you for your interest in the **Student Orientation Staff (SOS) Leader position.** As you may know, the position is highly competitive and the Office of Student Development is looking for individuals who are dedicated and have a passion for helping others. To aid us in finding eligible candidates, there are a number of initial requirements that must be met by each candidate.

Requirements:

- Enthusiasm, strong interpersonal skills, communication skills, and leadership skills
- Cumulative G.P.A. of 2.8 / 3.0 preferred
- Willing to participate in all training sessions
- Willing to participate in all summer Orientation Programs, Freshman Convocation and Freshman Welcome Events
- You must be in good judicial standing

Please return your application by **March 22, 2013 @ 5 p.m.** to the **Office of Student Development located in SCC-231. After a review of your application, you may be contacted about your participation in the rest of the selection process.**

Application Guidelines:

Answer all questions on the online application.

2. Submit a formal résumé. If you need assistance with the format of your résumé, contact the Career Development Office at x5568 or visit their office in the Sweeny Student Center, room 216.

3. Carefully read the job description.

4. Submit three completed reference forms. Forward them to Ms. Melissa Becker, Assistant Director of Student Development by **March 22, 2013.**
    - One reference must be from your **Current R.A.**
    - One reference must be from a **CNR faculty or staff member**
    - One reference must be from a **current or previous employer**

Student Orientation Staff (SOS) Leader Application Reference List

Applicant's name: _____

Current Resident Assistant:

Name _____ Phone_____ Email _____

CNR Faculty or Staff:

Name _____ Phone_____ Email _____

Current or Previous Employer:

Name _____ Phone_____ Email _____

Company _____

Title _____

Approval to Release Grades and Consent to Employment Limitations

I release to the Office of Student Development access to my grades in order to check for G.P.A. requirements. I understand that if selected as a Student Orientation Staff (SOS) Leader I may be required to limit my employment and involvement in campus activities, in order to prevent any conflicts with my Student Orientation Staff responsibilities.

Please initial here as your electronic signature that you agree to the above ____ Date _____

Position Description

I. Title: **Student Orientation Staff (S.O.S.) Leader**
Division: **Student Services**

Overall Job Description:
Student Orientation Staff Leaders aid new students in their transition to CNR. They expose new students to the broad educational opportunities we provide by helping them integrate into life on campus. SOS Leaders can also assist the professional staff in introducing family members to the College's resources and areas of support for their students. SOS Leaders are required to have a minimum 2.8 GPA and to be in good judicial standing. SD looks for students with high levels of energy and enthusiasm who keep positive attitudes, enjoy working in a team, and have a good knowledge of CNR resources prior to their hire.

II. Classification: **Part-time paraprofessional student employee**

III. Primary Responsibilities:
- Generate a positive attitude about membership in the CNR community.
- Familiarize new students with college life at The College of New Rochelle.
- Assist incoming students in getting to know one another.
- Attend and assist in the preparation of 2 Jump Start to Orientation programs, 1 Catch-All Orientation Day and Fall Orientation.
- Attend and fully participate in S.O.S. training.
- Assist in attendance of social and educational fall welcome activities including participation in the Freshman Labor Day trips.
- Provide leadership and encourage new students to fully participate in orientation and campus activities.
- Participate in the Leadership Education & Empowerment Program (LEEP) immediately prior to Fall Orientation Week.
- To attend the Freshman Convocation and Freshman BBQ Dinner with the President on September 3, 2013 and all other events as stated in the attached calendar.

IV. Routine Responsibilities:
- Take direction from S.O.S. Coordinator and the Student Development staff.
- Assist with orientation move-in procedures.
- Keep accurate attendance records of your team.
- Keep track of individual students, communicate needs and concerns, and assist new students with routine requests.
- Distribute, collect and summarize orientation evaluation tools.
- Complete an evaluation of the training and orientation programs.
- Follow and enforce College, Student Services, Student Development, and Orientation policies and procedures.

V. Requirements:

- Enthusiasm, strong interpersonal skills, excellent communication skills, leadership skills
- Willingness to take reasonable risks and to learn from others
- Cumulative G.P.A. of 2.8 (3.0 preferred)
- Must be in good judicial standing with CNR.
- Must be willing to live by, as well as, support the mission, philosophy and policies of The College of New Rochelle and Student Development.

VI. Remuneration:

- Room and board during S.O.S. training, Summer & Fall Orientation sessions and LEEP
- $400 stipend paid upon completion of duties or no later than September 6, 2013.

VII. Spring/Summer 2013 SOS Leader Calendar

Date	**Activity**
February 28	Applications Available
March 22	Applications Due
First week in April	Interviews
April 19	Candidate Decisions
July 15	SOS Move In for Training
July 16-18	Summer Training
July 19	Jump Start to Orientation Session I
July 21	Prep for Jump Start to Orientation Session II
July 22	Jump Start to Orientation Session II
July 22	SOS Move Out: Following Jumpstart II
August 21	SOS Move in Date
August 22	Transfer Day/2nd Degree Nursing/Catch-All Orientation Day
August 24-29**	Leadership Education & Empowerment Program (LEEP)
August 30-Sept. 3	Fall Orientation
August 30	Freshman Move In
September 2 (Labor Day)	SOS Leaders lead off campus trips for Freshmen
September 3	Participate in Freshman Convocation
September 4-30	Fall Welcome Activities*

*There will be a variety of activities occurring after 5 p.m. during the weekdays and some weekend programs that we encourage SOS leaders to attend and to encourage the new students to attend as well.

**These dates are subject to change.

For more information about the SOS Leader position, please contact Ms. Melissa Becker, Assistant Director of Student Development at 914-654-5862 or mbecker@cnr.edu.

Student Orientation Staff (SOS) Leader Application

Last Name: _____ First Name: _____

D.O.B.:_____/_____/_____

Current Campus Address: _____

Voice Mailbox: _____ Personal Email: _____ CNR Email_____

Permanent Address: _____ Zip Code _____

Home Number: (____) _____ - _____ Mobile Number: (____) _____ -_____

Summer Address (if applicable): _____ Zip Code: _____

School (please circle): **SAS** **SON**

Class Year (please circle): **FR** **SO** **JR** **SR**

Status (please circle): **Commuter** **Resident**

If applicable, the number of semesters as a resident student: _____

Major: _____ Minor: _____

Current Overall G.P.A.: _____ G.P.A. Last Semester: _____ (These will be confirmed by the Registrar.)

Anticipated Graduation Date: _____

Number of Semesters Completed (include this semester): _____

Have you ever applied for a SOS position at CNR before? No_____ Yes_____

If Yes, When? _____

1. Please list all activities you have participated in or will participate in at CNR. Include any offices held.

Dates of Involvement	Organization	Position(s) Held

2. Explain your reasons for applying to be part of the Student Development staff.

_____
_____
_____
_____
_____

3. What are three (3) strengths or skills that you can bring to the SOS Leader position?

_____
_____
_____
_____
_____
_____

4. One of the job requirements of an SOS Leader includes preparing college orientation activities such as ice breakers and team building programs for incoming students. What type of programs do you think would benefit incoming CNR students? Please describe one in detail.

5. What ideas do you have for improving the first year experience of freshman students at CNR? Please be as descriptive as possible.

6. Please describe what you believe the purpose and goals of Orientation should be.

7. How do you see your role in relaying Catholic social teaching to incoming freshmen students?

SOS Leader
Reference Form

Waiver Option: The Family Educational Rights and Privacy Act of 1974 opens many students' records for student inspection. The law also permits the student to sign a waiver relinquishing her right to inspect letters of recommendation. The applicant's signature below constitutes a waiver. No signature means the student will have the right to read this recommendation. **Please forward to Ms. Melissa Becker, Assistant Director of Student Development, SSC 231 by March 22, 2013.**

_____ _____
Applicant's signature Date

The above mentioned applicant has applied to be a Student Orientation Staff Leader at The College of New Rochelle. Student Orientation Staff (SOS) Leaders work closely with incoming freshman students during the summer Orientation sessions. Through interactive programming and workshops, they assist the new students during their integration into the CNR community. They plan social and educational activities and are responsible for promoting an atmosphere conducive to academic, social & community growth and development. We are seeking candidates with positive attitudes, leadership potential, a willingness to learn and to take reasonable risks.

1. Skills and Interest in Working with People

Excellent Good Average Poor Not Applicable

2. Ability to Multi Task

Excellent Good Average Poor Not Applicable

3. Individual Motivation/Initiative

Excellent Good Average Poor Not Applicable

4. Organizational Skills

Excellent Good Average Poor Not Applicable

5. Communication Skills

Excellent Good Average Poor Not Applicable

6. Leadership Capability

Excellent Good Average Poor Not Applicable

7. Ability to Cooperate with Others

Excellent Good Average Poor Not Applicable

8. Stress Management

Excellent Good Average Poor Not Applicable

9. Administrative Skills

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10. Time Management Skills

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11. Attitude

Excellent Good Average Poor Not Applicable

12. What would you state are the applicant's strengths in reference to the position?

13. What areas of concern or limitations do you feel the applicant possesses in reference to the position?

14. Do you feel this student can relay CNR's mission and vision of Catholic social teaching? Why or why not?

15. Additional comments:

OVERALL RECOMMENDATION:

____HIGHLY RECOMMEND

____RECOMMEND

____ RECOMMEND WITH RESERVATIONS

____ DO NOT RECOMMEND

Signature_____ Date_____

Print Name_____ Phone_____

Title/Position_____

Relationship to Applicant_____

Please submit by March 22, 2013 to:

Melissa Becker – Assistant Director of Student Development
The College of New Rochelle
29 Castle Place/SSC 231
New Rochelle, NY 10805
Phone: (914) 654-5326 Fax: (914) 654-5866

SOS Leader
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