General Roles and Responsibilities CONNECTIONS Orientation Facilitator –

Please read all information carefully

Orientation Leaders assist with the implementation of Kutztown University’s spring 2016 and fall 2016 CONNECTIONS Orientation Programs.

**Required Qualifications**

- Sophomore or above (*for Fall 2016*) with 2.5 cumulative grade point average or higher.
- Pass a Kutztown University judicial record check with no documented incidents.
- Able to serve as a role model who exemplifies strong academic decision-making and a balanced lifestyle and who will maintain this while employed by CONNECTIONS.
- Able to and possess a desire to connect with people with a variety of personalities and backgrounds.
- We welcome introverts and extroverts to apply.
- Cumulative grade point average of a 2.5 or higher. *If you are a freshmen, you must have been admitted to Kutztown University without any conditions
- Possess a positive attitude with the ability and desire to:
  1. learn leadership and facilitation skills.
  2. organize and set up events and demonstrate flexibility.
  3. help new students adjust to life at Kutztown University.
  4. share student expertise about attending Kutztown University.

**Desirable Qualifications (not mandatory)**

- Leadership experience either on the Kutztown University campus
- Orientation or recruitment experience serving incoming and/or prospective students and families.

**Duties**

- With a partner, lead a group of new students through New Student Orientation.
- Foster a positive transition to campus life for new students by creating an atmosphere in which students can get to know each other and feel comfortable interacting with each other.
- Facilitate group activities and discussions throughout Connections.
- Contribute to the organization and implementation of all aspects of Connections.
- Greet, welcome, and check-in new students and their families when they arrive for Connections.
Represent the University, including student life and the many other campus offices and resources, in a positive and unbiased manner, regardless of personal affiliations.
Familiarize new students with the campus academics, processes, geography, and culture.
Serve as a resource and referral point for campus resources and student needs.
Participate in all training sessions and Connections meetings from December 2015 through August 2016. Please see Important Dates below.

Benefits
- Develop leadership skills such as group facilitation, organization, problem solving and team building.
- Early residence hall check in for Fall 2016, as applicable.
- Orientation Leaders: $8.00 per hour, including room and board for June orientation

Application Instructions
First-Time Orientation Facilitators
- Submit the application by October 23, 2015, for preferential selection. Send one letter of recommendation from one of the following reference categories:
  1. Most recent past employer
  2. Kutztown University professor, advisor, or staff member, including Residence Hall Staff.
- Attend a Prospective Facilitator Social. (2 events are offered). Wednesday, September 23 or Wednesday, October 21st from 5 to 7:30 PM in South Dining Hall, 2nd Floor. The purpose of these events is for you to meet other prospective applicants and current staff, learn more about the job and the role you will play as an orientation facilitator.
- Strong candidates will be invited to meet with members of the orientation leadership staff beginning the week of November 2. Interview attire is recommended. Interviews will continue until all positions are filled. These dates are subject to change.

Important dates
- October 23, 2015 Applications due for preferential selection for all Orientation Facilitators.
- November 2, 2015 Orientation Facilitator candidate interviews begin. This date is subject to change
- December 3, 2015 – MANDATORY New Facilitator Training – 6:30 PM
- January 13, 2016 – Spring Orientation for New Freshmen (work day for all staff)
- January 14, 2016 – Spring Orientation for New Transfer (work day for all staff)
- February 2016 – TBA – Required Training
- March – TBA - Required Training
- April – Staff Retreat – April 15-16-17
- May- Mandatory Staff Training – May 16-27
If you have any questions about the application process, please contact Courtney Bieber at the CONNECTIONS Orientation Office at 610-683-4088 or email connections@kutztown.edu.
CONNECTIONS Orientation Facilitator Application

Please send a letter of recommendation to complete your application. Letters can be from previous employers, a KU faculty member, staff member or housing representative.

Name_________________________________KU ID#__________________________

Local Address: __________________________________________________________

KU Email: ___________________________ Did you transfer to KU? ___Y___N

Phone: __________ Major: __________ *Current overall GPA: ______*If you are freshmen, please list your final H.S. GPA ______

Anticipated Year of Graduation from KU: ________________

I am giving permission for my academic records to be reviewed for accuracy.

__________________________ ________________________
Print Name Signature

Please answer the following questions. Return your completed application along with 1 letter of recommendation to the CONNECTIONS Orientation Office, Room 267, McFarland Student Union by Friday, October 23rd at 4 PM.

1). Why do you want to work for CONNECTIONS Orientation?

2). Describe your orientation experience at KU. What did you like, what did you learn, did you feel ready to attend classes?

3). In your opinion, what is the most important thing for students to know about starting college?