Applications Due:
Noon on
Friday, January 15, 2016

Wartburg College Orientation
Team
New Staff
Application Packet
2016-2017
Orange EXCELeRation Application 2016-2017

Orange EXCELeRation Staff member Position Description:
Wartburg College Offices of Campus Programming and First Year Experience are seeking well-rounded students who represent Wartburg and its collegiate experiences to participate in SOAR Days, Orientation and Winter Orientation as Student Orientation Staff. Individuals will assist in the recruitment and orientation process of over 500 new students and their families.

Orientation staff members serve as student life paraprofessionals who provide resources and services to new students, family and anyone else needing information concerning orientation. Staffs members are part of a team who assist in the planning, coordination, implementation and evaluation of an orientation program designed to assist new students make a smooth transition to academic and student life at Wartburg. The number of positions is dependent on new student enrollment and the number of classes offered. Any potential candidate must meet the minimum criteria and observe the commitments below.

This position will be responsible for approximately twenty-five new students (first year, transfer or International) which will take part in the new student orientation program, known as Orange EXCELeRation. Persons must contact new students during summer months and participate in at least two SOAR days (either May or June). The position is also required to participate in training (during winter term and the week before Orange EXCELeRation) as well as reading the text which is used for Orange EXCELeRation.

During Orange EXCELeRation the following tasks will be expected from EXCELeRation staff members:

- Assist faculty during academic sessions of Orange EXCELeRation
- Facilitate discussions with new students
- Participate in all Orange EXCELeRation events (training and programming)
- Assist with any set up or clean up that may be associated with EXCELeRation events when needed
- Assist in explaining and enforcing Wartburg College policy at all EXCELeRation events
- Provide customer service to all new students, family, friends and visitors during Orange EXCELeRation and SOAR dates
- Meet with group and maintain contact with throughout the school year and report activity to Director of Campus Programming
- Complete evaluation of Orange EXCELeRation
- Perform other duties as assigned

EXCELeRation staff members will gain the following experiences and skills:

- Facilitation and public speaking skills
- Ability to identify resources on campus
- More knowledge about campus life and Wartburg College
- Further enhance leadership skills
- Working with groups and persons with varying needs
- Being a part of a team experience

Qualifications:

- Demonstrate academic proficiency (minimum cumulative GPA of 2.5)
- Academic status of Sophomore, Junior or Senior (as of the end of the 2015-16 academic year)
- Clean conduct record
- Strong communication skills
- Wide range of campus experiences and involvement
- Positive attitude of Wartburg College
- Ability to be a team member and desire to work with diverse group of people
If you are interested in serving on Orientation Staff, you may not already be committed to being a Resident Assistant or Pathways Peer. Applicants are allowed to apply for more than one of these positions, but if selected will be asked to only commit to one of these activities. These other positions have conflicting training obligations and would not allow you to fully participate in Orientation training and events.

Commitments:
The following is a list of commitments for the Student Orientation Staff position: (Please note that we have tried to list all possible commitments: however, there may be additions or changes to this list)

- New Staff Group Process
  - Sunday, January 24, 2016 – 6pm-9pm
- Staff Kick-Off
  - Monday, February 8, 2016 – 9pm
- Staff Training
  - Monday, February 15, 2016 – 9pm
  - Monday, February 22, 2016 – 9pm
  - Monday, March 7, 2016 – 9pm
  - Monday, March 14, 2016 – 9pm
- Staff Photo Shoot
  - To Be Announced
- Two or more of the SOAR Days
  - Saturday, April 30, 2016 (one-day)
  - Sunday & Monday, June 5-6, 2016 (optional overnight & activities, one-day schedule)
  - Sunday & Monday, June 19-20, 2016 (optional overnight & activities, one-day schedule)
  - Monday, June 27, 2016 (one-day)
- Orientation Training (Sunday, August 28 – Thursday, September 1, 2016)
- New Student Orientation — (Friday, September 2 – Tuesday, September 6, 2016)
- Provide programming & communication for EXCELeration group once a month during September, October and November 2016 and January, February, March 2017
- Evaluation/Wrap-up session — Fall 2016

Remunerations:
- Hourly pay for training sessions, meetings and Orientation events
- Room and Board provided for early move-in and Fall 2016 training
- Room and Board provided for SOAR Day assistance (if needed)
Application/Selection Process:
Selection and assignments are made based on the skills and strengths of the individuals and their commitment to the goals of the orientation program. Please review the following carefully to ensure you complete all the requirements!

- **Complete application form & questions** (typed)
- **Submit current resume**
- **Submit one recommendation form completed by a Wartburg faculty/staff** (sheet provided & must be submitted by the application deadline of Friday, January 15)
- **Submit New Student Welcome Letter** (as if it’s being sent a few weeks prior to classes beginning and you are the Orientation leader)
  - Letter must be no more than one page typed.
  - Applicants are to write a letter to a student registered to attend Wartburg in the fall semester, introducing yourself, discussing why you chose to go to Wartburg College and encouraging their participation in Orientation. **Please do not sign your name at the bottom, rather enter your student ID number.**

  The following is the information you know about the student:
  
  **Name:** Riley Smith  **Age:** 18  **High School:** Don Bosco High School  
  **Hometown:** Jesup, IA  **Major:** Education  **Attended SOAR:** Yes  
  **Orientation Group:** 1, IS 101: 01 Transitioning to College

- **Complete Individual interview**
  - All applicants will have an individual interview with the Director of Campus Programming, this must be signed up for when submitting the application (30 minute slots).
  - Interviews will take place Monday, January 18 – Friday, January 22. If there is not a time slot that fits your schedule you will need to make arrangements with the Director of Campus Programming via email at ashley.lang@wartburg.edu.

- **Complete Group Process**
  - There will **not** be an opportunity to make this up. All applicants must be available to attend Sunday, January 24, 6-9pm in the Ballrooms.
  - Applicants will participate in large and small group activities focused on problem solving and opportunities that present themselves during orientation.
  - Applicants will be expected to lead an icebreaker, energizer or teambuilding activity for their small groups. This should be prepared in advance of arrival and should last a maximum of 5-7 minutes. Group sizes will depend upon the number of applicants and won’t be known until the application period has ended.
  - *Dress clothes are not expected as you will be moving around for the activities.*

Applications are to be returned to the Office of Campus Programming  
(Student Life Suite, Saemann Student Center) by Noon on  
Friday, January 15, 2016
Orange EXCELeration Application 2016-2017

First Name ___________________________ Last Name ___________________________ Wartburg ID Number ___________________________

Wartburg College Box Number /Address (provide if living off-campus)

Phone Number ___________________________ Hometown ___________________________

E-mail address ___________________________

Major ___________________________ Minor ___________________________

Class year/GPA (as of Fall Term 2015) ___________________________ Expected Graduation Date ___________________________

T-shirt Size/Polo Size ___________________________ Birthdate ___________________________

I would be interested in working with just international students:

____ Yes  ____ No  ____ Maybe

Please answer the following questions, limiting your responses to three typed pages.

***IMPORTANT: Please use only your student ID# to identify yourself on your application questions by placing it in the top right corner of each page. You name should not appear on the application questions.***

1. In what ways are you involved at Wartburg and how has that influenced your experience? Please prioritize where Orientation would fit in.
2. If you could be an animal, what animal would you be and why?
3. Who is someone in your life that looks up to you? Why do you believe this person looks up to you/how are you a role model for them?
4. Imagine a mirror that could reveal your personality – what would be seen? How does this influence how you lead your peers?
5. How do you view privilege? How does this influence your interactions with others?
6. Describe your understanding of what an Orange EXCELeration Staff member does. What do you believe to be the most important qualities of an Orientation Staff member? How have you developed the qualities you believe are important for the job?
7. Do you have any conduct violations? If so, please explain. Please note that answering ‘yes’ to this question does not immediately disqualify you from the selection process for this position.

Please give the attached candidate recommendation form to an on-campus reference (examples include: faculty member, student employment supervisor, coach, RHD). Current Orange EXCELeration staff should not be a reference. The recommendation must be returned directly to Ashley Lang, Director of Campus Programming (Student Life Suite) by Friday, January 15, 2016.

Reference Name ___________________________ Relationship ___________________________ Phone ___________________________

Because the Orange EXCELeration Staff position is one of the premiere leadership opportunities on campus, staff cannot be on academic or disciplinary probation during their contract term (February 2016 – March 2017). In addition, you must have and maintain a minimum 2.5 cumulative GPA to be on staff. I hereby authorize Campus Programming to check my eligibility status.

Signature ___________________________________________ Date _______________
CANDIDATE RECOMMENDATION FORM

Thank you for taking time to complete this form. Please complete & return by Friday, January 15, 2016 at Noon to Ashley Lang, Director of Campus Programming & Assistant Director of the Institute for Leadership Education (Student Life Suite). Please email questions to ashley.lang@wartburg.edu.

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<td>Uncertain/unable to observe</td>
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This student has a positive attitude: 0 1 2 3 4 5

This student is able to communicate his/ her thoughts well: 0 1 2 3 4 5

This student is motivated in approaching new situations and able to carry work through to completion: 0 1 2 3 4 5

This student would be a good representative of the Wartburg community: 0 1 2 3 4 5

This student can succeed in both individual and group settings: 0 1 2 3 4 5

I recommend this student for Orange EXCELeration Staff:

___ Highly Recommend  ___ Recommend
___ Recommend w/ Reservations  ___ Do Not Recommend

Please provide any additional comments that might be helpful in our selection process.

Attach a separate piece of paper if necessary.