



**2012**

**ORIENTATION**

**DIPLOMAT**

**APPLICATION PACKAGE**

PLEASE SUBMIT *COMPLETED* APPLICATIONS TO THE OFFICE OF STUDENT LIFE.

**APPLICATION DEADLINE IS FEBRUARY 17, 2012 AT 5:00PM.**

PLEASE DIRECT ALL QUESTIONS TO CAT MCGUIRE CARNLEY AT

[CMCGUIRECARNLEY@FIT.EDU](mailto:CMCGUIRECARNLEY@FIT.EDU) OR 674-8080.



## **Orientation Diplomat Job Description**

**AN ORIENTATION DIPLOMAT IS AN UNDERGRADUATE OR GRADUATE STUDENT WHO FOCUSES ON INTERNATIONAL STUDENTS COLLEGE TRANSITION AND ASSISTS THE ASSISTANT DEAN FOR STUDENT ACTIVITIES AND ORIENTATION TEAM LEADER(S) IN PLANNING THE FALL ORIENTATION PROGRAM.**

### **Requirements:**

- International Undergraduate or Graduate Student
- 2.50 Cumulative GPA or higher
- Presentation experience
- Proven leadership skills
- Attend Orientation Team Meetings in the Spring Semester

### **Summer Duties:**

- Communicate with International students before his or her arrival to Florida Tech
- Assist with implementation of the fall Orientation program
- Assist with emailing, phone calls, and pre-program tasks as needed
- Respond to student and family questions
- Assist in fall orientation publicity
- Attend monthly meetings with the Assistant Dean for Student Activities, Orientation Team Leader(s), Panther Prep Leaders, and other Diplomats in the Spring
- Other duties as assigned

### **Program Duties:**

- Facilitate team-building activities
- Serve as role models for other team members
- Motivate leaders and students to stay involved in programs occurring throughout the week of training and orientation
- Assist with making sure that facilities are ready for events and provide the speaker/entertainer with any special needs for the program, i.e. water, soda, meals etc.

### **Compensation:**

- \$100 Orientation Scholarship paid after Orientation is complete.
- \$250 Panther Cash paid after Orientation is complete from ISSS.
- 100 hours of Campus Service
- Student Life Trip Series voucher.
- All staff t-shirts and new student giveaways.
- Meal points during Orientation week.
- Orientation staff team building exercise during summer training.
- Leadership Development
- A fun time welcoming the new Florida Tech students.



# ORIENTATION

Florida Tech

2012

## OFFICE OF STUDENT LIFE ORIENTATION DIPLOMAT APPLICATION

NAME:

\_\_\_\_\_

Last

First

Middle Initial

Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_

Last four digits of 900#: \_\_\_\_\_ E-mail: \_\_\_\_\_

What is your cumulative GPA? \_\_\_\_\_ Class Rank (fr, so, jr, sr): \_\_\_\_\_

Major/Department: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Have you ever been hired as a Panther Prep Leader/Diplomat? \_\_\_\_\_

If so, when and what were your responsibilities?: \_\_\_\_\_

Have you ever *applied* to be a Resident Assistant before? If so, when? \_\_\_\_\_

Have you ever *applied* to be a Panther Prep Leader/Diplomat before? If so, when? \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

### Past Employment

Please list Florida Tech employment first, if applicable, then other employment from most recent to least.

Department: \_\_\_\_\_ Supervisor (Name/Contact): \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibilities: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor (Name/Contact): \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibilities: \_\_\_\_\_

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## Past/Current Leadership

Organization: \_\_\_\_\_  
Position(s) Held: \_\_\_\_\_  
Years Involved: \_\_\_\_\_  
Responsibilities/Contributions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization: \_\_\_\_\_  
Position(s) Held: \_\_\_\_\_  
Years Involved: \_\_\_\_\_  
Responsibilities/Contributions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*\*Please use back of sheet if additional space is needed\*\**

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## Questions

Please answer the following questions:

I. From your perspective, what should be the major goals and objectives of Florida Tech's Orientation program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. Describe the qualities that an Orientation Diplomat should possess and why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## References/Recommendations

Please list two references, preferably faculty or staff.

1. \_\_\_\_\_  
Name Phone #

2. \_\_\_\_\_  
Name Phone #

If possible, please write (below) one staff member from the Office of Student Life or ISSS who you believe can attest to your character and potential to be an Orientation Diplomat.

\_\_\_\_\_

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