



**2012**

**ORIENTATION**

**PANTHER PREP**

**LEADER**

**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 Panther Prep Leader Job Description**

**AN ORIENTATION PANTHER PREP LEADER IS AN UNDERGRADUATE OR GRADUATE STUDENT WHO ASSISTS THE ASSISTANT DEAN FOR STUDENT ACTIVITIES AND ORIENTATION TEAM LEADER(S) IN PLANNING THE FALL ORIENTATION PROGRAM.**

## **Requirements:**

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

## **Duties:**

- 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) and other Panther Prep leaders 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
- 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 spring semester and during summer training
- Leadership Development
- A fun time welcoming the new Florida Tech students



# ORIENTATION

*Florida Tech*

**2012**

**OFFICE OF STUDENT LIFE**

## ORIENTATION PANTHER PREP LEADER APPLICATION

NAME:

\_\_\_\_\_

Last	First	Middle Initial
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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 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: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

## 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 Panther Prep Leader should possess and why?

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

\*\*\*\*\*

## 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 who you believe can attest to your character and potential to be a Panther Prep Leader.

\_\_\_\_\_

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