Please submit *completed* applications to the First Year Experience Office in Wood Hall (near the tennis courts). Application Deadline is October 2nd, 2017 by 5:00pm. *Only past Orientation Leaders are Eligible to Apply.* Please direct all questions to Krishna Patel at kpatel@fit.edu or (321) 674-8645.
Orientation Lead Staff - Coordinator
Job Description

An Orientation Lead Staff member is an undergraduate or graduate student who assists the Associate Director of New Student and Family Orientation in planning the Orientation Program. An Orientation Lead Staff member also serves as a mentor to the Panther Prep Leaders and Diplomats on the Orientation Team. This is a paid summer position. You are able to choose between a Student Coordinator working with our New Student and Family Orientation or a Diplomat Coordinator working with our International Student Orientation and Population.

Requirements:
- Undergraduate or Graduate Student
- 2.50 Cumulative GPA or higher
- Available during the summer (May 9 – August 18)
- Availability during spring orientation preferred (January 3-5)
- Previous PPL/Diplomat experience preferred
- Presentation experience
- Major event planning experience
- Proven leadership skills

Summer Duties:
- Assist with implementation of the spring, summer and fall Orientation programs
- Assist with emailing, phone calls, and pre-program tasks as needed
- Assist with the coordination of logistics for orientation
- Administer and assist with Panther Pass for all orientation programs
- Assist in the planning and facilitating of orientation team training for the fall
- Assist with editing, and publication of fall orientation program booklet
- Respond to student and family questions
- Assist with editing, and publication of staff manual
- Assist in fall orientation publicity
- Attend weekly meetings with the Assistant Dean for Student Activities and other leaders
- Available during the summer and orientation (May 9 – August 18)
- Other duties as assigned.

Program Duties:
- Facilitate team-building activities
- Facilitate discussion at various team meetings
• 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.
• Responsible for meeting with contracted speakers/entertainers.
• 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:**

• $10.00 an hour for a maximum of 20 office hours per week (work schedule to be determined if hired)
• $100 Orientation Scholarship – paid in Panther Credit
• All staff t-shirts and new student giveaways
• Orientation Training
• Meal Vouchers during Orientation Week
• Leadership development

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**Application Deadline is October 2\textsuperscript{nd}, 2017 by 5:00pm.**

**Please direct all questions to Krishna Patel at kpatel@fit.edu or (321) 674-8645.**
NAME: __________________________________________________________________________________________
Last First Middle Initial
900 Number: ______________________ E-mail: _________________________________________________________
What is your cumulative GPA? ______________________ Class Rank (FR, SO, JR, SR): __________________________
Major/Department: __________________________ Expected Graduation Date (Month/Year): _____________________
Have you ever been hired as a Panther Prep Leader, Diplomat, or Resident Assistant? Yes No
If so, when and what were your responsibilities? ____________________________________________________________________________________________
Have you ever applied to be a Resident Assistant before? Yes No If so, when? ____________________________
Have you ever applied to be a Panther Prep Leader or Diplomat before? Yes No If so, when? ______________
How did you hear about this position? ________________________________________________________________________________________________
Which position are you applying for on Lead Staff? Student Coordinator Diplomat Coordinator Both
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: ______________________________________________________________________________

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Dates of Employment: _____________________________________________________________________________
Job Responsibilities: ______________________________________________________________________________

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: ________________________________________

Questions
Please answer the following questions:

I. From your perspective, what should be the major goals and objectives of Florida Tech’s Orientation program?
________________________________________________________________________
________________________________________________________________________
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II. Describe the qualities that an Orientation Team Leader should possess and why?
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References/Recommendations

Please list two references at Florida Tech, preferably faculty or staff (Undergraduate students do not count as references).

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