Selection Process & Timeline Spring 2016

1. General Interest Meetings
   - Tuesday, February 16 at 8 p.m. in SU 62/63
   - Wednesday, February 17 at 11:30 a.m. & 5 p.m. in SU 418
   - Thursday, February 18 at 7 p.m. in SU 62/63

2. Application Available
   Online at www.newpaltz.edu/orientation. You must attend a General Interest meeting or a brief meeting in Student Union 301 to apply online.

3. Application Deadline
   Online applications must be submitted by 12:00 p.m. on March 2. When your application has been received, you will be e-mailed information to schedule your interview. (The two reference forms must be sent directly from the people completing them by March 18)

4. First Round Interview (All applicants)
   Scheduled around your classes from March 7–16

5. Group Process Day
   (Attendance required)
   Friday afternoon, April 8, 3:30–6:00 p.m.
   Student Union 62/63

6. Second Round Interviews
   (For ~20 finalists)
   April 12–16 (Other applicants will be notified by e-mail on April 11)

7. Final Decision
   Finalists pick up letters April 18 after 1 p.m.
   in Student Union 301

Save the Date!
Congratulatory Lunch/Mandatory Meeting at the Terrace! Friday, April 29 12p.m.–6 p.m.

What Past Orientation Leaders are saying...

“I learned how to live and work with a group of people with personalities and qualities different than mine.”

“I have become more confident in myself...I walk proudly these days knowing what I accomplished over the summer.”

“To be an Orientation Leader is an immensely rewarding experience. I will forever be affected as a person because of it.”

“This summer I had the opportunity to learn, grow, work with amazing people and have fun in the process.”

“Being an OL means being a role model who paves a path of successful experiences for incoming students.”

Questions?
Visit the SUNY New Paltz OL Recruitment 2016 Facebook Page

The Center for Student Development
Student Union 301
845-257-3088
or e-mail studev@newpaltz.edu

The State University of New York at New Paltz supports Affirmative Action and Equal Opportunity and does not discriminate against individuals or groups on the basis of race, gender, age, color, national origin, disability, religion, ex-offender or marital status in education or employment in any of its policies or programs.

Online application available at:
www.newpaltz.edu/orientation
Responsibilities
Act, Work, Assist, Prepare, Serve...Lead.
- Attend all application and training programs
- Act as a representative of the State University of New York, promoting a positive image of yourself, the program, and the University
- Work as a member of a large team of students, staff and faculty
- Fully prepare for the arrival of students and family members by setting up residence hall buildings and preparing rooms for guests each week
- Assist staff and faculty advisors by providing an efficient, personalized method of advising, course selection and registration
- Lead small group sessions and acquaint visitors with campus services
- Serve as a residential peer counselor on a live-in basis for the overnight programs
- Serve as a disciplinary official when necessary to assure compliance with College, local, state and national regulations
- Live in and attend all work-related days and evenings
- Follow all designated policies regarding guests and legal social behavior
- Earn an extra stipend as you round out the full year by serving as a Peer Mentor to your students (special projects to be announced including those listed under ‘Dates of Commitment’)
- Attend one staff meeting a month during the year (failure to attend these may result in a payroll deduction)
- All necessary duties as assigned by Orientation Staff

Salary and Benefits
$9.75 per hour (29 hrs. per week, approximately 10 weeks)
- Single room and meals provided throughout training and summer program sessions (a $1,500 value)
- An additional $400 stipend during the 2016–2017 school year
- Staff shirts and materials are provided
- Staff retreat
- Gain great leadership experience, learn a lot about the campus, its services and network with professional staff and faculty
- Spend the summer in New Paltz!
- Additional earnings for non-RA’s who work International Orientation in the Spring

Qualifications
Be a current full-time, matriculated New Paltz student who will be returning to campus for the Fall 2016–Spring 2017 academic year
- A cumulative Grade Point Average of at least 2.75 at the time you apply, and a 2.75 Cumulative GPA at the end of the Spring 2016 semester
- Be in good disciplinary standing at the end of Spring 2016
- Not planning to take summer courses in 2016
- Been at New Paltz at least one full semester
- Have completed one full semester at New Paltz
- Have an active Co-Curricular transcript
- Have a desire to learn how to work with groups of people

Note: You do not have to live on-campus in the academic year to be an OL. Living on campus in June and July is required.

Dates of Commitment
- June 5 through July 30 (with designated days off)
- August 22 through August 28 (International Orientation; Week of Welcome; Convocation)
- One staff meeting a month (time TBA)
- September – Reunion pizza party
- September 24 – Parent’s Weekend (8 a.m.–10 p.m.)
- October – Open House (Saturday TBA)
- November/December – creative program and holiday card
- January – International Orientation and Welcome Back Weekend (additional earnings)
- February – OL General Interest Meetings/serve on panel
- March/April – Two Admissions Accepted Students Day (9 a.m.–3 p.m., Saturdays TBA)
- May – Semester Wrap-up/Party
- Ongoing – Two times per month inviting students to events you are attending, birthday cards, staffing first-year programming events

JOB DESCRIPTION:
Leader, Mentor, Advisor, Motivator...Friend.

Just a few words to describe the role of an Orientation Leader to a first year student during the summer and throughout the academic year. Orientation Leaders, commonly known as OLS, are an integral part of every first year student’s success on the New Paltz campus. As one of the first faces that a new student comes to know, OLS are ‘goodwill ambassadors’ trained to help an incoming first year student feel comfortable about their new “home away from home”.

Each Orientation Leader is carefully trained to be able to help make a new student’s adjustment easier. On top of showing students around, the OL helps students feel more comfortable about the college transition by answering their questions about college and college life, helping them bond with other students through a series of activities, and making sure they have a schedule that works for them.

After Orientation is over, an OL is still an active part of their students’ lives. For the rest of the school year, the OL acts as a Peer Mentor for their students. An Orientation Leader/Peer Mentor is at once a contact, a friend, a role model and a source of support for first year students when they are needed.