Orientation Mentor (OM)
Application Packet
SECOND ROUND

Hobart and William Smith Colleges

2nd ROUND OF APPLICATIONS DUE: Friday, April 13th, 4:00PM in Student Activities - 2nd Floor Scandling Center
2012 OM Application

General Information

Candidates interested in the 2012 Orientation Mentor (OM) position may apply using the attached application. Approximately 100 students will be selected to serve as OMs. Responsibilities and expectations for this position are detailed below.

Orientation Goals
Orientation is designed to welcome and introduce all entering students and their families to Hobart and William Smith Colleges. At the end of the Orientation experience, entering students should:

- be prepared, ready and eager to engage in academic learning,
- have a clear understanding of academic and social standards for excellence,
- develop meaningful connections with HWS community members. Specifically, each entering student should have a mentoring team comprised of members from the 1) student body, 2) faculty and 3) staff – in effect creating a triangulation of support around each entering student
- be familiar with the full range and scope of HWS campus support services.

Families should complete the Orientation experience with:
- a quiet confidence that their student will be fully supported for success as a new HWS student,
- all immediate and important questions answered,
- a familiarity with key campus resources and calendar of important dates, and
- meaningful connections with their students' FY Seminar instructor, other families and staff.

Core Competencies

As a member of the Orientation Team, we expect that you will:

Leadership
- better understand yourself as a leader: core values, strengths, while understanding weaknesses and communication style.
- improve your ability to inspire a shared vision and motivate others to achieve goals.
- empower others to reach their full potential.

Citizenship
- gain a clearer understanding of and appreciation for the HWS mission and core values.
- work diligently to realize the Orientation Team’s vision and goals for excellence.
- better understand the rights and responsibilities afforded to all HWS students.

Integrity
- at all times conduct yourself with the highest standard of honesty and integrity.
- reliably communicate accurate information. When in doubt, ask.

Inclusivity
- not judge one another.
- seek first to understand one another regardless of differences.
- pursue shared solutions to problems that fully include underrepresented voices.
Selection Process

In addition to your application and resume, candidates must include a Faculty/Administrator recommendation form and participate in a group interview (Date and time TBD). Please sign up for a date when you turn in your application. The interview process will last approximately 1.5 hours. The location will be listed on the interview sign-up sheet.

Candidates will be notified of decisions by Wednesday, April 18, and will require a response by Friday, April 20. Alternates will be offered positions by the end of that week if positions should become available.

Qualifications & Responsibilities

The Qualifications for OM candidates are:

- 2.5 cumulative GPA or better and in good academic and social standing
- Strong record of reliability, honesty and trust
- Campus leadership, student work-study/research or other campus experience preferred
- Knowledge of and commitment to the Orientation Program goals (see above)
- Positive attitude and demonstrated ability to motivate others
- Strong interpersonal and communication skills
- Ability to work effectively with diverse team members, including students and administrators
- Demonstrate flexibility, responsibility and willingness to assist others

Orientation Mentor (OM) Responsibilities

Reporting to your assigned Orientation Leaders, Orientation Mentors (OMs) are expected to:

- Arrive on-time and actively participate in all OM trainings, meetings and assigned duties
- Serve as a mentor and group leader for your assigned small group ("Group Mentor") OR Assist with all program planning and logistics ("Non-Group Mentor")
- Work cooperatively with an Orientation Mentor partner
- Attend all assigned events with your group during the 3-days of Orientation and all of its activities
- Serve as a role model in terms of academic, social and ethical behavior
- Ensure accurate information is disseminated properly to new students and families
- Encourage new students to attend all required activities during their first semester
- Attend meetings with Orientation Coordinators and Orientation Staff Committee as needed
- Facilitate activities as assigned by the Orientation Coordinators and Orientation Staff Committee

Terms and Conditions of Employment

- OMs may not be involved in late summer or fall commitments that conflict with Orientation Team trainings or Orientation Weekend (i.e. Res Ed staff, fall sports, other work commitments, or travel.)
- Participate in all Orientation staff training and the entire orientation weekend:
  - OM Training: Sunday, August 19 - Thursday, August 23
  - Orientation Program: Friday, August 24 - Sunday, August 26
- Collaborate with Residential Education staff during move-in and Orientation programming
- Serve on Orientation evaluation teams and focus groups during the 2012-2013 academic year
OM Roles
Orientation Mentor applicants may preference 1 of 2 OM roles: Group Leader or Set-up and Logistics.

**Group Leaders** (~90 positions / 45 OM pairs). The overwhelming majority of OMs will be paired to lead small groups of 10-15 entering students. Many of these students are assigned by their First-Year Seminar course. OM Group leaders will lead group bonding activities, answer individual questions, and accurately relay important Orientation information.

**Set-up and logistics.** (~10 positions) OMs preferring behind the scenes work may be selected to assist with program set-up, logistics and other important duties.
SECTION A - Application

Please type or print neatly

*Select Duty Preference (check one)

[ ] I would like to lead a FY Group
[ ] I would prefer to work behind the scenes
    with set-up and logistics

*Preferences are not guaranteed. However, every effort will be made to match preferences.

Name: ___________________________ Student ID Number: ___________________________

HWS E-mail: ___________________________ Scandling Box #: ___________________________

Current Residence (Building/Address): ___________________________

Summer Mailing Address: ___________________________
    ___________________________

Cell Phone: _________________ Alternate Phone: ___________________________

Class Year: ___________________________ Cumulative GPA: ___________________________

Major: ___________________________ Minor: ___________________________

Previous Experience

Do you have previous Orientation Staff experience?  Yes _______  No _______

Staff Position(s) and Year(s): ___________________________

Briefly list other previous HWS work or service experience:

Department ___________________________ Length of service ___________________________

Department ___________________________ Length of service ___________________________

Department ___________________________ Length of service ___________________________
SECTION B - Academic and Social Standing

Are you currently on social probation?  Yes_______ No__________
Are you currently on academic probation? Yes_______ No__________
Have you ever received disciplinary sanctions at HWS? Yes_______ No__________

If yes to any of these, please explain:

SECTION C - Resume

Please submit your current resume. Career Services has many resources to assist you in preparing your resume. Visit www.hws.edu/career or call 315-781x3514 for resume help.

SECTION D - Short Answers

Short Answer Questions: (please type your responses on a separate sheet of paper)

1. The Classes of 2016 will represent a wide and unique spectrum of backgrounds and experiences. Please explain how your perspective and experiences will enhance your role as an OM.
2. If you could give any advice to the family of an incoming student, what would it be and why?
3. Please describe, in 300 words or less a) what motivates you when you are tired/unmotivated and b) how you will motivate others throughout Orientation. How will the OM staff experience help you?
4. RETURNING ORIENTATION STAFF ONLY: What is one aspect of Orientation you would change from previous years?

Check List

Your application will be complete when the following items are submitted by the deadline below.

_____ Application (Sec. A)
    _____ Updated Resume (Sec. C)
    _____ Short answers (Sec. D)
    _____ Recommendation Form (Sec. E)
    _____ Sign-up for a group interview date in Student Activities
SECTION E – Recommendation Form

2012 ORIENTATION TEAM
Faculty/Administrator Recommendation Form

TO THE APPLICANT: Please complete this section BEFORE submitting it to your recommender.

I am applying to be an: 2012 Orientation Mentor (OM)

Candidate Name: ____________________________________________

Last First MI

(check one) I do _________ or do not _________ waive my right to review my recommendation

Recommender’s Name: ____________________________________________

Applicant’s Signature: ___________________________ Date: ________________

Please complete the following and return to Student Activities, 2nd Floor of Scandling Campus Center ATTN: Robert Pool, by Friday, April 13, 2012, at 4:00PM.

Orientation Team applicants must submit a recommendation as part of the application process. We seek students who are inclusive of others, highly reliable, caring, energetic, open minded and flexible.

Please rate the candidate’s strengths in each area from 5-1. 5 = highest and 1 = lowest.

______INITIATIVE
Ease with which this person approaches a new situation and carries out work to completion.

______COOPERATIVENESS
Attitude and ability to work with others, receptiveness to suggestions and constructive criticism.

______RESPONSIBILITY
The degree to which this person is dependable, prompt and conscientious.

______MATURITY
Ability to make sound decisions and react appropriately to difficult situations.

______INCLUSIVENESS
Seeks to genuinely understand and openly engage with others different from the applicant.

______POTENTIAL
Potential to effectively lead others and remain fully committed to the job.
Please circle the most appropriate rating below.

1 = well below average  2 = below average  3 = average  4 = above average  5 = well above average

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<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<td>Speaks well in front of others</td>
<td>1</td>
<td>2</td>
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<td>Prioritizes multiple tasks well</td>
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<td>Works well with others</td>
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<td>Follows through on commitments</td>
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<td>Positive attitude</td>
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<td>Flexibility</td>
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<td>Communicates enthusiasm about the Colleges</td>
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Additional comments:

[ ] Strongly Recommend.

[ ] Recommend with the following reservations:

[ ] Do not recommend.

Faculty/Administrator Signature: ___________________________ Date: ____________