Hobart and William Smith Colleges
Orientation Coordinator
2018 Application

APPLICATIONS DUE: MONDAY, JANUARY 22

General Information

Orientation is designed to welcome and introduce incoming students and their families to the academic and social traditions and culture of Hobart and William Smith Colleges. The goals of orientation are to:

- Prepare new students for the world of academic opportunities and expectations for success
- Facilitate meaningful connections among and between their student peers, faculty and staff
- Introduce new students to the richly diverse social and intellectual campus culture at HWS
- Stimulate a curiosity for and a commitment to serve in their local community
- Clarify standards of healthy individual behavior and responsible community living

The Orientation Coordinators (OCs) help select, train and guide the entire student Orientation Team which consists of 20 Orientation Leaders, or “OLs” and approximately 100 Orientation Mentors, or “OMs”. OCs are expected to possess a broad based knowledge of HWS offices, programs and services. They must be skillful in communicating this information with a wide variety of Orientation stakeholders.

The OC Leadership Experience

The OC experience is an intensive laboratory of advanced leadership training. As such, a basic understanding of key leadership skills and relevant experience is preferred. OCs help develop a broad, overarching vision for Orientation while simultaneously planning the fine details required for success. The position blends independent thinking with a highly collaborative approach. Day-to-day issues require creative and critical thinking to solve unique problems. Furthermore, OCs model professionalism in all areas of leadership: peer supervision, budget management, public speaking and written forms of HWS communiqué including business letters, email, social media, print media sent to incoming students, their families and the broader public. These advanced skills are beneficial for success in any career field.

Ultimately, the Orientation Coordinator experience is a unique student leadership honor and a rewarding opportunity for personal and professional growth. Thus, we encourage those willing to fully embrace this opportunity to apply.

Seeking Diverse Student Perspectives

We welcome the applications and resumes of rising juniors, rising seniors, and MAT students representing the diverse perspectives of the HWS student body. We attempt to assemble a team which is extremely diverse in terms of students’ backgrounds, experiences, activities and interests. Our team must be able to provide a welcoming and supportive environment for every new student to the Colleges.

Application due Monday, January 22 at 5:00PM
Kristen Tobey, Director of Student Activities
tobey@hws.edu
## Job Description

Supervised by Kristen Tobey, Director of Student Activities, the Orientation Coordinators (OCs), one from each College, play key roles in planning and implementing the first-year Orientation program. OCs work with the Orientation Committee and other departments on campus to help new students, family and friends realize a smooth transition to the Hobart and William Smith community. This position will begin on February 1 and will conclude on September 14, 2018. Approximate work hours vary from 3-5 hours/wk. in the spring, to 30-40 hours/wk. in the summer.

Note: OCs do not work during reading days, finals and report back to campus June 1.

### Required Qualifications:
- Must be in good academic and social standing with the Colleges
- Possess a solid academic record and be an exemplary campus citizen (Minimum 2.75 GPA)
- Prior campus involvement in work-study, club leadership, or other campus roles
- Knowledge of and commitment to the goals of orientation
- Exhibit a positive attitude and ability to motivate others
- Strong interpersonal and communication skills (via resume and interview)
- Ability to work effectively and collaboratively with diverse groups of people
- Demonstrate flexibility and willingness to assist others

**Must demonstrate either a strong record of or potential for:**
- Reliability: Punctual, able to carry out duties in a timely manner
- Responsibility: Willing to seek advice from others, yet can work independently
- Self-Motivated: Able to develop creative solutions to problems
- Flexible: Ability to “roll with the punches” and revise plans as necessary
- Resourceful: Diligently explores necessary resources, yet will minimize unnecessary costs
- Team-Oriented: Understands this is a campus-wide team, not an individual effort

### Responsibilities:
- Available to serve February 1 through September 14, 2018
- Serve on the Orientation Core Committee which meets bi-weekly in the spring and summer
- Hire approximately 20 Orientation Leaders and around 100 Orientation Mentors in the spring semester
- Work with Communications Office to develop marketing and communications materials
- Plan and implement all aspects of Orientation student staff training
- Regularly communicate throughout the summer with the Orientation Team and incoming FY classes.
- Coordinate planning and logistics as advised by the Orientation Core Committee
- Plan, organize and implement student evening events for Orientation Weekend
- Respond to Orientation related correspondence: calls, letters, email and social media messages

### Preferred Qualifications:
Previous HWS Orientation Team or comparable experience is strongly preferred but not required.

### Compensation:
Beginning in June, OCs will each receive a $4,500 stipend. Payments will be disbursed in 2-3 installments over the summer. HWS campus housing (optional) is included. OCs will also gain significant leadership experience, develop professional relationships with faculty, staff and students, and enhance skills in effective communication.

*Application due Monday, January 22 at 5:00PM*

*Kristen Tobey, Director of Student Activities*

tobey@hws.edu
**HOBART AND WILLIAM SMITH COLLEGES**  
*2018 Orientation Coordinator Application*

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<table>
<thead>
<tr>
<th><strong>SECTION A: Applicant Info</strong></th>
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<tbody>
<tr>
<td>Name: _______________________</td>
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<tr>
<td>Student ID Number: __________</td>
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<tr>
<td>E-mail: ______________________</td>
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<tr>
<td>Campus Mail Box: ______________</td>
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<tr>
<td>Current Residence (Building): ____________________________</td>
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<tr>
<td>Summer 2017 Mailing Address: __________________________________</td>
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<tr>
<td>Cell Phone: ____________________</td>
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<tr>
<td>College: □ Hobart □ William Smith</td>
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<tr>
<td>Cumulative GPA: ________</td>
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<td>Class Year: __________</td>
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<td>Major: ____________________</td>
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<td>Minor: ____________________</td>
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<tr>
<td>Have you previously worked for the Colleges? Yes ____ No ____</td>
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<td>If yes, which department? ____________________________________________</td>
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<td>Are you currently on social probation? Yes ____ No ____</td>
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<tr>
<td>Are you currently on academic probation? Yes ____ No ____</td>
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<td>Have you ever received disciplinary sanctions at the Colleges? Yes ____ No ____</td>
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*If yes to any of these, please explain:*

| Have you worked for Orientation before? Yes ____ No ____ |
| When? ________________________________________________________________ |

*If yes, in what position?__________________________________________________|

*What were your primary responsibilities?_________________________________|

Who will be submitting your Faculty/Staff recommendation? ____________________________

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*Application due Monday, January 22 at 5:00PM*  
*Kristen Tobey, Director of Student Activities*  
tobey@hws.edu
SECTION B: Cover letter, Resume, and Recommendation

Please submit your current resume in addition to a cover letter. Your resume should include relevant skills, co-curricular involvement, and all past work experience including past participation in Orientation. The Salisbury Center for Career, Professional and Experiential Education has many resources available to assist you in preparing your resume. Visit their website for resume and cover letter guidelines and help.

In addition to your cover letter, application, and resume, candidates must submit one faculty/staff recommendation. The Orientation Team Reference Form is located on the Orientation website. Please share this link with your faculty/staff member to complete. They do not need to submit a separate letter.

SECTION C: Short Answer

Short Answer Questions:

1. The Classes of 2022 will come to Hobart and William Smith Colleges with richly diverse backgrounds and experiences. What ideas do you have to train and prepare your student staff (OLs and OMs) to best orient new students with diverse backgrounds? (1 paragraph)

2. Submit a personal statement (1-2 pages) that addresses the following questions:
   a. Why are you interested in the Orientation Coordinator position and what strengths will you bring to the position?
   b. What are your goals for a successful orientation program and how will you work to achieve them?

3. What are 1-2 significant challenges you anticipate facing if you are selected to be an OC? How will you overcome these challenges? (1 paragraph)

SECTION D: Interview Availability

Orientation Coordinator Interviews:
All applicants will participate in a 30 minute interview during the week of February 13.

Please indicate your availability on the following days and times. Check boxes that indicate when you ARE AVAILABLE.

<table>
<thead>
<tr>
<th>Time</th>
<th>Wednesday, January 24</th>
<th>Thursday, January 25</th>
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<tbody>
<tr>
<td>4:00pm-4:30pm</td>
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<td>4:30pm-5:00pm</td>
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<td>5:30pm-6:00pm</td>
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If you are currently abroad, please contact Kristen Tobey tobey@hws.edu to coordinate a Skype interview. Interview dates and times will be confirmed prior to your interview.
Orientation Coordinator Application Check List

All materials should be submitted to Kristen Tobey
tobey@hws.edu

- Completed Applicant Info (Section A)
- Cover Letter, Resume, Recommendation Form (Section B)
  The recommendation form will be submitted by the faculty or staff member completing your recommendation. You should share the link to the recommendation form on the Orientation website with the person completing your recommendation.
- Short Answer Responses (Section C)
- Interview Availability (Section D)