



## NEW STUDENT ORIENTATION GUIDE SPRING AND SUMMER 2010

### *Important Information – Please keep for your records*

**APPLICATION:** Please return the attached application to the office of Recruitment and Orientation Services in 101 Wilder Tower by **Wednesday, November 11, 2010 at 4:00 p.m.**

#### **SELECTION CRITERIA**

- 2.5 Cumulative GPA
- Current sophomore status (at least 30 credit hours) or higher- No graduate students are hired for this position
- **Submit one form for recommendation from a current University faculty/staff member at the time application is turned in (no graduate assistants or student recommendations, please).**
- Leadership and involvement experience
- Positive attitude and school spirit
- Responsible, flexible, self-motivating, and work well with others
- No more than 5 former Orientation Guides can be selected each year
- Orientation Guides can serve for no more than 2 years

**GROUP INTERVIEWS:** We are changing the interview process this year. Group interviews will be held November 16 & 17. **Please sign up for an interview time when you turn in the application to 101 Wilder Tower.** It is important to be on time and prepared for your interview because it plays a significant role in the selection of the staff. All applicants who meet the selection criteria above will participate in group interviews.

**INDIVIDUAL INTERVIEWS:** You will be notified **via University email** by Monday, November 23 at 4:30 p.m. whether or not you will move forward in the interview process. **Not all applicants will move forward to the individual interview round.** If you are selected to participate in an individual interview, you will need to sign up for a time by Wednesday, November 25 at 4:30 p.m. The individual interviews will be held during the week of November 30.

**NOTIFICATION:** Guide selections will be posted outside 101 Wilder Tower no later than Monday, December 7 at 4:30 p.m. but may be posted earlier.

**LEADERSHIP COURSE:** ALL Orientation Guides will be **required** to enroll in a specific, restricted section of **UNIV 4380 for Spring 2010.** This class will meet on **Wednesdays from 2:30-5:30 p.m.** The primary purpose of this course is to facilitate learning opportunities and experiences to provide students with the knowledge, attitudes, and skills necessary to become effective Orientation Guides. The course will be traditionally graded (A, B, C, D, F), and Orientation Guides that successfully complete the course will be awarded 3-credit hours toward graduation requirements.

**TRAINING:** Mandatory Training will be held starting on Monday, May 17 -Friday, May 21, 2010 for summer sessions. The approximate hours of training will be from 9:00 am - 4:00 pm Monday through Friday. This will be a comprehensive training program and **all sessions must be attended.**

**\*INFORMATION PROVIDED IN THIS DOCUMENT IS SUBJECT TO CHANGE!**

# THE UNIVERSITY OF MEMPHIS®

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**NSO SESSION DATES:** Some Early Opportunity sessions may be held in March or April for early sessions (optional work). Summer Sessions will be held in May, June, July and August. **Summer sessions are mandatory and Summer Training is mandatory.**

**MEALS:** Any meals offered during the Orientation sessions will be available to you at no charge.

**HOUSING:** Orientation Guides are required to stay in the Residence Hall during Orientation sessions and will have housing provided at least May 16-August 11, 2010. More information will be available at the interview.

**DUTIES:** Orientation Guides have various responsibilities including assisting the staff of the Orientation Services Office with the planning and implementation of the Summer Orientation Program. Orientation Guides will be expected to become knowledgeable about all aspects of the University, lead campus tours, help with Conference Housing on the nights students stay in the residence hall, interact with parents, help plan activities for students, and perform additional duties as required. **You will be expected to work May 17-August 10, 2010.** Please know additional sessions may be added for freshmen and/or transfer students. (Vacation will be from June 26-July 7, 2010). These dates are subject to change.

**PAY:** You will be paid a monthly stipend of \$500.00 on May 31, June 30, July 31, and August 31 (4 payments total). All scheduled orientations and training require mandatory attendance. If you miss work due to class or Frosh Camp, you will be required to make up those hours as assigned by Orientation staff.

**SUMMER SCHOOL:** The timing of Orientation conflicts with both 1<sup>st</sup> and 2<sup>nd</sup> summer terms. **If you are selected as a Guide and need to take a course this summer, you must clear it with the Orientation Coordinator before you register. If you already know this to be the case, please let us know at the interview.** We will try to work with your summer school schedule. If your course load does not exceed 3 hours each term, needing to take a class will not be factor in your selection. We will work around your spring schedule, but you must be available to enroll in the course.

**FROSH CAMP:** It is possible to serve as an Orientation Guide and Frosh Camp counselor even though the dates may conflict.

**SOUTHERN REGIONAL ORIENTATION WORKSHOP (SROW):** This year's workshop host is the University of Louisville in Louisville, KY. The dates for the workshop are March 12-14, 2010. SROW is high-energy and lots of fun with Orientation Guides from nine southern states in attendance. If you are selected, **you are required to attend, if the decision is made that we attend as a group.** Our department will pay for your participation.

**MANDATORY MEETING:** We will periodically meet after selections are made. The dates and times for these mandatory meetings will be determined after selection and we compare your schedules. The purpose of these meetings will be to get to know each other, plan for SROW, team building, and preparation for the upcoming year.

**QUESTIONS???** If you have any questions concerning Orientation dates, schedules, or duties, please contact Destin Tucker, Orientation Coordinator.

Destin Tucker

phone # 678-4890

e-mail: [destin.tucker@memphis.edu](mailto:destin.tucker@memphis.edu)

**\*INFORMATION PROVIDED IN THIS DOCUMENT IS SUBJECT TO CHANGE!**



2010 Orientation Guide Application

Name: \_\_\_\_\_ University ID# \_\_\_\_\_

Local Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

High School Attended & City: \_\_\_\_\_

Major: \_\_\_\_\_ Hours Earned: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Did you enter the U of M as (circle one): New Freshman Transfer Student\*

\*If transferred, what institution did you transfer from? \_\_\_\_\_

Do you currently live on campus? (circle one): Yes No

Have you ever lived on campus? (circle one): Yes No

Have you been employed at the U of M? (circle one): Yes No

Additional Questions: (Attach additional sheets if necessary)

Work Experience:

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

Scholarships (if applicable):

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

List all of your college activities, leadership positions, honors and achievements:

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Why are you applying to be an Orientation Guide and what qualities do you possess that would enable you to work well with new students and their parents?

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**Scheduling:**

Please indicate the times you are available during the Spring 2010 semester:

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

*You may be required to participate in extensive training prior and during employment.*

***I certify that the information provided is true and authorize the Office of Recruitment and Orientation Services to verify my grade point average and hours earned. Additionally, I authorize the release of any judicial record held in the Office of Judicial Affairs to the Office of Recruitment & Orientation Services.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*\*Applications and recommendation forms must be submitted to Recruitment and Orientation Services in 101 Wilder Tower by Wednesday, November 11 at 4:00 p.m.\*\*\***



101 John Wilder Tower  
Memphis, TN 38152-3520

Office: 901/678-2169  
Fax: 901/678-5318  
800/669-2678

[www.memphis.edu](http://www.memphis.edu)

## ORIENTATION GUIDE 2010 REFERENCE FORM

**Name of Applicant:**

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October 21, 2009

Dear U of M Faculty/Staff Member:

The student listed above is applying to be an Orientation Guide for 2010 at The University of Memphis. Please complete this form and **insert into a signed and sealed envelope and return back to the candidate**. To be successful, an Orientation Guide must possess the following qualities that are listed, but not limited to:

1. Establishing and maintaining healthy relationships
2. Communicating effectively (both oral and written)
3. Organizing and managing one's own affairs, including the ability to simultaneously manage other responsibilities as well as those of the Orientation Guide position
4. The desire to grow personally and to help others
5. Professionalism and Maturity

The Orientation Guide Selection committee would greatly appreciate your candid assessment of this candidate based on his/her personal characteristics, skills and potential for success in this very demanding role. We appreciate your help with this year's selection process. If you have any questions, feel free to contact me.

Sincerely,

Destin B. Tucker, Coordinator  
Recruitment & Orientation Services  
(901) 678-4890  
[destin.tucker@memphis.edu](mailto:destin.tucker@memphis.edu)

# ORIENTATION GUIDE 2010 REFERENCE FORM

Name of Applicant: \_\_\_\_\_

How well do you know the candidate?    SLIGHTLY                      FAIRLY WELL                      WELL                      VERY WELL

Under what circumstances do you know the candidate? \_\_\_\_\_

Considering other college students you know, please circle the appropriate rating for the candidate according to the following criteria: (feel free to write comments in the space provided)

**5 = Outstanding    4 = Above Average    3 = Average    2 = Below Average    1 = NA**

5 4 3 2 1 **Leadership:** the ability to inspire others; to coordinate and lead activities; to facilitate a group.

5 4 3 2 1 **Organization:** The ability to prioritize tasks and manage time wisely.

5 4 3 2 1 **Temperament:** The ability to maintain a positive outlook and realistic perspective.

5 4 3 2 1 **Initiative:** How this person approaches new situations; self motivation; ability to set and accomplish goals and need for supervision.

5 4 3 2 1 **Interpersonal Relationships:** Attitude and ability to work with others; sincerity; flexibility; cooperation; ability to work with supervisor.

5 4 3 2 1 **Responsibility:** The degree to which the applicant is dependable, prompt, and accurate.

5 4 3 2 1 **Communication:** The ability to grasp ideas; to read, speak, and write effectively; and to listen and convey understanding to others.

5 4 3 2 1 **Maturity:** Common sense; self-awareness; judgment; integrity; and ability to deal with a wide range of personalities

5 4 3 2 1 **Emotional Stability:** The direction and control of emotional response; general disposition; and predictability

5 4 3 2 1 **Social Sensitivity:** The applicant's ability to be sensitive to and understand the feelings and reactions of others and the ability to make effective responses to them

Please provide an overall assessment of candidate's strengths & weaknesses: \_\_\_\_\_

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

Please indicate your reactions to this person's potential for success as an Orientation Guide by circling one response:

Highly Recommend      Recommend      Recommend with reservations      Do not recommend at this time

Name (please print): \_\_\_\_\_

Phone: \_\_\_\_\_

U of M Department: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_