NEW STUDENT ORIENTATION GUIDE
Summer 2019

Want to help incoming students become successful Memphis Tigers? Apply to serve as a 2019 Orientation Guide for the New Student Orientation Program at the University of Memphis Lambuth. More details about the application and interview process, selection criteria, and the position can be found below. Please read ALL of this information before completing your application.

APPLICATION: Please return the attached application to the lobby of Enrollment Services in the basement of Varnell-Jones Hall by Thursday, April 4 at 4:30 p.m.

SELECTION CRITERIA:
• Have a 2.75 U of M cumulative GPA or higher. Freshmen applicants must have a 3.0 or higher high school GPA to apply. You are required to maintain this standard for the entirety of the role.
• All undergraduate students are invited to apply—No graduate students are hired for this position.
• Submit one reference form (see attached) from a current University faculty/staff member at the time application is turned in (no graduate assistants or student recommendations, please).
• Display leadership and involvement experience and/or potential.
• Exhibit a commitment to the University and orientation program as a whole.
• Must possess the following personal qualities: responsibility, initiative, flexible, self-motivating, enthusiasm, punctuality, a positive attitude, and works well with others.
• Must be in good judicial standing at the University.

Orientation Guide Application Timeline:
• Applications Available: March 11 – April 4, 2019
  o Online: https://www.memphis.edu/lambuth/admissions
  o In Person: Enrollment Services Lobby, Varnell-Jones Hall
• Application Deadline: April 4, 2019, 4:30 pm, Enrollment Services Lobby, Varnell-Jones Hall
• Individual Interviews: April 8-9, 2019, Various Times, Enrollment Services Conference Room, Varnell-Jones Hall
• Notification of Selection: Thursday, April 11, 2019, by email
• OG Training Sessions:
  o April 12, 2019, 1:00 p.m. – 4:00 p.m., Location: Enrollment Services, Varnell-Jones Hall
    ▪ Headshots and Group Photos (business professional dress required)
    ▪ Hiring Paperwork (see selection notification email for required documentation to bring)
    ▪ Try on Uniforms
  o May 7, 2019, 9:00 a.m. – 3:00 p.m., Location: Enrollment Services, Varnell-Jones Hall
  o June 18, 2019, 9:00 a.m. – 3:00 p.m., Location: Enrollment Services, Varnell-Jones Hall
• NSO Session Dates: June 25 and August 8, 2019, All Day, Location: UofM Lambuth

INDIVIDUAL INTERVIEWS: When you submit your application, you will sign up for an interview slot on either April 8 or April 9 in the Enrollment Service Office in Varnell-Jones Hall.

NOTIFICATION: You will be notified of OG selection via email by Friday, April 11, 2019 by 4:30 p.m.

TRAINING: Three mandatory training sessions will be held on April 12, May 7 and June 18. The approximate hours of training will be from 1:00 p.m. – 4:00 p.m. on April 18 and from 9:00 a.m. – 3:00 p.m. on May 7 and June 18. It will be a comprehensive training program and all sessions must be attended.

NSO SESSION DATES: Summer Sessions will be held on June 25 and August 8, 2019
ALL Summer NSO Sessions and Training are mandatory.
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Information provided in this document may be subject to change.

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

DUTIES: Orientation Guides have various responsibilities including assisting the staff of the Recruitment &
Orientation Services Office with the implementation of the summer orientation program. Orientation Guides will
be expected to become knowledgeable about all aspects of the University, lead campus tours, lead group
activities for students, and perform additional duties as required.

COMPENSATION: More information will be available at the interview. Payment is subject to applicable federal
and state taxes. ALL Summer NSO Sessions and Training are mandatory.

QUESTIONS?? If you have any questions concerning Orientation dates, schedules, or duties, please contact:
Anna-Marie Smith phone: 731-425-5082 email: a.m.smith@memphis.edu
2019 Orientation Guide Application

Name: ___________________________ University ID#: _______________________

Local Address: ____________________________

Permanent Address (if different than above): ________________________________

Cell Phone: ___________________________ Other Phone: _______________________

University Email Address: __________________ Date of Birth: ____________________

High School Attended & City: ____________________________

Major: ________________ Hours Earned: _______ Expected Graduation Year: ______

Cumulative U of M GPA: ______ If a Freshmen, High School GPA: ____________

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

*If transferred, from what institution did you transfer? ___________________________

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:

What did you enjoy most and least about your orientation experience?

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?
What are two challenges facing incoming students? Please explain.


How did you decide that the University of Memphis was the right fit for you?


I certify that the information provided is true and authorize the representatives of the NSO Selection Committee 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 representatives of the NSO Selection Committee.

__________________________  _______________________
Signature                  Date

***Applications and recommendation forms must be submitted to the lobby of Enrollment Services in the basement of Varnell-Jones Hall by Thursday, April 4 at 4:30 p.m. ***
March 5, 2019

Dear U of M Faculty/Staff Member:

The student listed above is applying to be an Orientation Guide for Summer 2019 at the University of Memphis at Lambuth. 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,

Anna-Marie Smith  
Enrollment Services Counselor  
Staff Advisor for Orientation Guides  
(731) 425-5082  
a.m.smith@memphis.edu
ORIENTATION GUIDE 2019 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 (attach additional page, if needed): ________________________________________________

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: ________________________________