
UIC STUDENT DEVELOPMENT SERVICES
Student Orientation Leader Application | Round #2

INTRODUCTION This is an application for the Student Orientation Leader (SOL) position at the University of Illinois at Chicago. All information should be completed and submitted to Jodi Stelley in Student Development Services (SDS) Suite 1600 SSB, before receiving an interview.

Inquiries regarding the selection process should be directed to Jodi Stelley, Program Coordinator, at 312-355-0228 or jstelley@uic.edu.

APPLICATION **Deadline: Wednesday, January 28th 5:00 pm**

TO APPLY Candidates must submit a(n):

- Copy of their resume
- Student Development Services Application

Candidates must schedule and interview with the Orientation staff [see "Interviews" to prepare]

SELECTION CRITERIA Current undergraduate students who will continue in Fall 2015. Preferred minimum 2.5 GPA (4.0 scale). Past involvement with the Orientation Program not to exceed two years. Commitment to the contract period of May 14, 2015 – January 12, 2016. Must live in residence hall during the summer program: May, June, and July. Demonstrates support of the University and Orientation's mission and policies. Leadership and/or involvement experience (UIC and community). Positive attitude and public presence; knowledge of UIC and student life. Preference given to those with flexible summer hours. Outside employment and classes are not allowed during the hours of 7:00 am-11:00 pm, Monday-Friday during the summer.

TIMELINE Wednesday, January 28th, 2015: Final Application Deadline
February 2 – February 12, 2015: Candidate interviews
Friday, February 6, 2015: References Due
February 14, 2015: Student Orientation Leader Final Workshop
February 19, 2015: Candidates notified of selection
March 6 – 8, 2015: Orientation Leader Retreat in Woodstock, IL (**mandatory**)
May 14, 2015: Move-In, Welcome Dinner
May 15, 2015: Contract begins; SOL Training
May 27, 2015: First Summer Orientation Program
August 23, 2015: Convocation
August 2015 – September 2015: Weeks of Welcome
September 2015: Open House
December 2014 – January 2016: Orientation Leader Spring Contract

JOB CONTRACT Notification Letters will be available February 19, 2015. You must accept or decline your position by February 23, 2015. All staff must attend the Orientation Leader Retreat on March 6 – 8, 2015 in Woodstock, IL. The Student Orientation Leader contract officially begins Monday, May 11, 2015 and concludes January 2016. Leaders will have an opportunity to work the Spring 2016 Orientation Program.

INTERVIEWS

Each applicant needs to interview with Jodi Stelley and/or the Selection Committee to be considered an eligible candidate.

Upon submission of your completed application, you will sign-up for an interview time at the Student Development Services (SDS) front desk. The interview will last approximately 40 minutes in the SDS office in SSB 1600.

Also, each candidate is required to prepare a 5-10 minute presentation. Topic: something that you are passionate about.

SUMMER ORIENTATION

Student Orientation Leaders will administer the day-to-day activity of summer orientation. Orientation Leaders have the responsibility of welcoming new students and their guests to the University. UIC Orientation is conducted through 14 first-year/parent and 12 transfer/parent programs.

COMPENSATION

During the training period (May 15, 2015 – May 26, 2015), Orientation Leaders will receive a salary of \$300, on-campus housing, and 300 Dragon Dollars for the summer. Orientation Leaders will receive \$8.50/hr for an approximate \$2,000.00 gross salary. University processes dictate that hours worked be submitted on a 2-week cycle followed by a payout on the subsequent cycle. All pay is subject to state and federal taxes. SOLs are required to live on-campus during the summer program. During the training period (May 15, 2015 – May 26, 2015), maintain order in the residence hall, and enforce Housing, University, and orientation policies. Orientation Leaders will be housed in a shared double room in Commons West as a part of their compensation. SOLs that work during Spring Orientation will also be paid at \$8.50/hour, but no housing will be provided.

QUESTIONS

Contact Jodi Stelley at (312) 355-0228 email jstelley@uic.edu, or visit Suite 1600 Student Services Building.

UIC STUDENT DEVELOPMENT SERVICES

Position Application

INSTRUCTIONS: Please print or type all information clearly and legibly. Completed applications must be submitted in person to Student Development Services at Suite 1600 Student Services Building. *For efficient communication, you are asked to have an active e-mail account in which to receive additional information throughout the process. Lastly, please submit a copy of your resume.*

Position you are applying for:

_____ General Office Aid _____ Orientation Reservationist _____ Graduate Assistant
_____ Student Orientation Leader _____ Budget Assistant

PERSONAL DATA

Name:

Last	First	Middle
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University Identification No. (blue I-card number):

Local Address:

Number and Street	City, State	Zip Code
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Permanent Address:

Number and Street	City, State	Zip Code
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Local Phone: _____ Permanent Phone: _____

Class (Sophomore, Junior, etc.): _____ College: _____

Major/Minor: _____ E-mail: _____

Are you eligible for Federal Work Study? _____ Anticipated Graduation Date: _____

Other Non-UIC Colleges/Schools Attended (please include dates): _____

If you are a US Citizen, please check here: If not, indicate VISA type: _____ =

Country of Citizenship _____ Permanent Resident No. _____

Please note: if hired, a valid Social Security Number will be needed.

EMPLOYMENT EXPERIENCE

Are you currently employed? _____ If so, how many hours per week? _____

Employer:

Name and Title

Address:

Number and Street	City, State	Zip Code
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Phone: _____ E-mail: _____

Duties:

Have you ever worked for a UIC department through Student Employment? _____

If previous employer was a UIC department please provide department name, contact person and phone number.

Department Name _____ Contact _____ Phone _____

EXTRACURRICULAR ACTIVITIES

Please list any student organizations and activities, honor societies, community services or volunteer experiences with which you have been involved through the present time and describe your level of participation. (Use an additional sheet, if necessary).

PERSONAL STATEMENT

Why do you want to work for Student Development Services? (Use an additional sheet, if necessary).

Please describe one leadership opportunity you've had that prepared you for a position with Student Development Services. (Use an additional sheet if necessary).

REFERENCES

Check one of the waiver lines and sign each of the reference forms. **A UIC faculty/staff member must complete both references.** Please have your references submit their recommendations directly to Student Development Services, 1200 West Harrison, Suite 1600 Student Services Building, M/C 320, Chicago, IL 60607, FAX 312-996-3101. *If you choose to hand-deliver your letters with your completed application, please instruct your reference to place said form into a marked envelope, seal it, and sign across the seal.* Below, list your references' name and telephone number.

Name: _____ Phone: _____

Name: _____ Phone: _____

All information is true and accurate and I give Student Development Services permission to verify my records for academic, disciplinary standing, and enrollment status at the University of Illinois at Chicago.

Signature (required): _____ Date: _____

UIC STUDENT DEVELOPMENT SERVICES
Student Orientation Leader Applicant Reference Form #1

The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's personal inspection. The law also permits students to sign a waiver relinquishing their right to inspect letters of recommendation.

_____ I hereby waive my right of access to this reference.

_____ I hereby do not waive my right of access to this reference.

Applicant's Signature: _____

FOR REFERENCE

Name of Applicant:

Name of Reference:

Reference Office/Department:

Position of Reference:

Address:

Number and Street	City, State	Zip Code
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Phone: _____ How long have you known the applicant? _____

Relationship to the Applicant:

Please rate the student on the following by indicating the extent to which you agree with the descriptive statement.

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DO NOT KNOW
Is approachable and friendly	_____	_____	_____	_____	_____
Is capable of presenting a neat and professional appearance.	_____	_____	_____	_____	_____
Could be expected to adapt quickly to new and unexpected situations	_____	_____	_____	_____	_____

Expresses ideas clearly and concisely	_____	_____	_____	_____	_____
Demonstrates effective customer-service skills	_____	_____	_____	_____	_____
	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DO NOT KNOW
Demonstrates good judgment when faced with a problem	_____	_____	_____	_____	_____
Could be depended upon to make all engagements on time	_____	_____	_____	_____	_____
Could be expected to assess the needs of a situation and act without direction.	_____	_____	_____	_____	_____

COMMENTS: (Feel free to use an additional sheet, if necessary).

Reference Signature: _____ Date: _____

Please complete and return this reference by **Friday, February 6, 2015** to:

Jodi Stelley
 University of Illinois at Chicago
 Suite 1600 Student Services Building (M/C 320)
 1200 West Harrison Street
 Chicago, IL 60607-7163

PHONE: (312) 355-0228 | FAX: (312) 996-3101 | E-MAIL: jstelley@uic.edu

It is permissible to mail, fax, or e-mail this reference form.

UIC STUDENT DEVELOPMENT SERVICES
Student Orientation Leader Applicant Reference Form #2

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Expresses ideas clearly and concisely	_____	_____	_____	_____	_____
Demonstrates effective customer-service skills	_____	_____	_____	_____	_____
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Could be depended upon to make all engagements on time	_____	_____	_____	_____	_____
Could be expected to assess the needs of a situation and act without direction.	_____	_____	_____	_____	_____

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