
UIC STUDENT DEVELOPMENT SERVICES (SDS) Student Orientation Leader Application (SOL)

- 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, Assistant Director, at 312-355-0228 or jstelley@uic.edu.
- APPLICATION** **Deadline: Friday, November 19, 2015 at 5:00 pm**
- TO APPLY** Candidates must submit a(n):
- Electronic copy of their resume (email to jstelley@uic.edu)
 - SDS Student Employment Application
- Additionally 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**
- Round #1**
November 19: Final Application Deadline
November 30 – December 3: Candidate interviews
December 14: References due
- Round #2**
January 14: Applications available
January 29: Final Application Deadline
February 8: References due
- All**
February 13: Final Workshop
February 16: Candidates notified of selection
February 19: Position acceptance due
April 1-3: Orientation Staff Retreat in Woodstock, IL
May 12 – August 26: Training and Summer Orientation
Date TBA – Convocation
Date TBA – Open House
- JOB CONTRACT** Notification Letters will be available February 16, 2016.
You must accept or decline your position by February 19, 2016.
All staff must attend the Orientation Leader Retreat on April 1-3, 2016 in Woodstock, IL.

The Student Orientation Leader contract officially begins Monday, May 9, 2016 and concludes January 2017.

Leaders will have an opportunity to work the Spring 2017 Orientation Program.

INTERVIEWS

Each applicant will 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 you are passionate about.

SUMMER ORIENTATION

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

COMPENSATION

During the training period (May 12, 2016 – May 24, 2016). Student Orientation Leaders will receive on-campus housing and 300 Dragon Dollars for the summer. Student Orientation Leaders will receive \$8.50/hr. Based on total hours worked, SOLs can earn \$2,000 gross salary. SOLs are required to live on-campus during the summer program (May 12, 2016-May 24, 2016), maintain order in the residence hall, and enforce Campus 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.

Employer: _____

Name and Title

Company (Department Name if UIC)

Address: _____

Number and Street

City, State

Zip Code

Phone: _____ 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. Deliver one of your reference forms to a non-relative who knows you well enough to write of your skills, abilities and experiences. **A UIC faculty/staff member must complete the other reference form; references from undergraduate students will not be accepted.** 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 (SDS)

Reference #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 _____

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.

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 **December 14, 2015** to: **Jodi Stelley (jstelley@uic.edu)**

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 (SDS)

Reference #2

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 _____

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.

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 **December 14, 2015** to: **Jodi Stelley (jstelley@uic.edu)**

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.