
UNIVERSITY OF ILLINOIS AT CHICAGO // STUDENT DEVELOPMENT SERVICES
Student Orientation Leader Application

INTRODUCTION

This is an application for the Student Orientation Leader (SOL) position at Student Development Services (SDS) at the University of Illinois at Chicago (UIC).

Inquiries regarding the selection process should be directed to UIC Orientation at 312.996.3271, orhelp@uic.edu or the office at the Student Services Building (SSB) Suite 1600.

APPLICATION

Deadline: Sunday, February 11th, 2018 at 11:59 pm.

Candidates must **electronically** submit these items to orhelp@uic.edu:

- ❖ SDS student employment application †
- ❖ Resume †

† = Only complete applications will be considered for an interview. This includes electronic copies of the SDS student employment application and your resume (please send these files as two separate attachments within one email).

REQUIREMENTS

All information requested in this application should be completed and submitted to UIC Orientation at orhelp@uic.edu before receiving an interview. Candidates must interview with the hiring committee. An electronic copy of your most recent resume should be submitted to orhelp@uic.edu. Applications without resumes will not be considered.

SELECTION CRITERIA

- Current undergraduate students who will continue in the fall semester of 2018.
- Preferred minimum cumulative 2.5 GPA on a 4.0 scale.
- Past employment with the Orientation Program not to exceed two years.
- Commitment to work the entire contract period. A signed contract will be required.
- Must live in residence hall during the summer program: May, June, July, and August if needed.
- Demonstrate support of the University and Orientation's mission and policies.
- Leadership and/or involvement experience (UIC and/or community).
- Positive attitude and public presence, knowledge of UIC and student life.
- Outside employment and classes are not allowed during the hours of 7:00am-11:00pm, Monday-Friday during Summer Orientation.

TIMELINE

Wednesday, January 17th, 2018: Application available
Sunday, February 11th, 2018: Deadline for application submission
Monday, February 19th – Friday, March 2nd, 2018: Interview period
Saturday, March 10th, 2018: SOL final workshop
Monday, March 12th, 2018: Position notification
Tuesday, March 20th, 2018: Deadline for position offer response

JOB CONTRACT

The SOL contract commences on Saturday, May 12th, 2018 and concludes after 2019 UIC Spring Orientation Program. It is expected that staff will participate fully in the following commitments and as needed:

- ❖ Friday, March 30th – Sunday, April 1st, 2018: Staff retreat
- ❖ Thursdays, April 5th, April 12th, April 19th, & April 26th, 2018 from 5:00pm-7:00pm: CAN Training ‡
- ❖ Saturday, April 14th, 2018: UIC IGNITE Day
- ❖ Saturday, May 12th – Tuesday, May 22nd, 2018: Staff training
- ❖ Sunday, August 25th, 2018: UIC Convocation
- ❖ Date TBA: Open House
- ❖ Monday, December 17th – Friday, December 21st, 2018; Monday, January 7th – Friday, January 11th, 2019: Spring Orientation Programs

‡ = Throughout the summer, SOLs will be expected to facilitate conversations with students around matters of interpersonal violence, including, but not limited to, sexual and domestic violence. Through these dialogues, students will discuss what perpetuates this type of violence, along with gathering information about what options are available for survivors on campus. There will be mandatory training sessions with UIC's Women's Leadership and Resource Center (WLRC) and Campus Advocacy Network (CAN), in which leaders will dedicate time to understanding the intricacies of these topics along with building skills to handle these conversations appropriately and sensitively.

INTERVIEWS

Each applicant will interview with the hiring committee to be considered as an eligible candidate. Upon submission of your completed application, you will receive further instructions on how to sign up for an interview time slot. The interview will last approximately 50 minutes.

Within your interview slot, each candidate is required to deliver a 5-10 minute presentation. Topic: Something that you are passionate about.

REFERENCES

Candidates are required to provide two (2) *professional* references. References from fellow students and peers are not acceptable. Please utilize attached reference forms.

COMPENSATION

- During the May training period, SOLs will receive on-campus housing.
- SOLs will receive 350 Dragon Dollars for the summer, accessed through your i-Card.
- SOLs will earn \$10.00/hr.
- Based on total hours worked, SOLs can potentially earn a minimum of \$2,300 gross salary.
- SOLs will be housed in a double room in Commons West (CMW) during summer programs as part of their compensation.

HIRING REQUIREMENTS

- Hired SOLs must consent to and pass a criminal background check.
- Hired SOLs must complete all Student Employment hiring paperwork, including required I-9 documents.
- Hired SOLs must possess a valid and functional i-Card in order to participate in the Kronos payroll system and to be paid.

ORIENTATION ACTIVITIES

SOLs will administer the day-to-day activity of the Orientation Program. SOLs have the responsibility of welcoming new students and their guests to the University. UIC Orientation is conducted through 14 first-year and 12 transfer programs.

QUESTIONS

If questions persist or for more information, please contact UIC Orientation at 312.996.3271 or by email at orhelp@uic.edu.

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 friendly and approachable.					
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 services skills.					
Demonstrates good judgement 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.					

Reference Signature _____

Date _____

Please complete and return this reference to UIC Orientation at orhelp@uic.edu by Friday, March 2nd, 2018.

University of Illinois at Chicago, Suite 1600, Student Services Building (M/C 320)
 1200 West Harrison Street, Chicago, IL 60607-7163
 Phone 312.996.3271 | Fax 312.996.3101 | Email orhelp@uic.edu

It is permissible to mail or email this reference form.

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