

Jaguar 365 Orientation Leader Application & Job Description

The Office of the Dean of Students is seeking dynamic, enthusiastic, and resourceful students to serve as Jaguar 365 Orientation Leaders. Jaguar 365 Orientation Leaders are a group of leaders who mentor new first-year, transfer, and international, in addition to being a resource for parents and guests. Orientation Leaders provide the first official welcome and assist students with making a successful transition to the Southern University community. This position provides a unique opportunity to lead a group of students who will have a positive impact on future students while also developing leadership, communication, and teamwork skills.

Position Responsibilities

The Jaguar 365 Orientation Leaders will support the New Student Orientation program. The major job responsibilities include the following:

1. Attend and actively participate in the Orientation Leader training program.
2. Work as a team with other Orientation Leaders, Southern faculty and staff, and the Orientation Directors.
3. Participate and assist with the organization, planning and implementation of summer and yearlong orientation activities. These tasks include:
 - a. Developing a Facebook profile and connecting with new and transfer students
 - b. Serve as a group leader responsible for connecting/communicating with 10-15 new and transfer students
 - c. Assisting students, parents and guests with move-in
 - d. Helping students learn how to navigate the campus and processes
 - e. Dining with students during scheduled times throughout New Student Orientation
 - f. Participating in the Pep Rally and Academic Convocation & Matriculation
4. Responding to student and parents questions
5. Maintaining contact with students during the summer and after New Student Orientation.

Orientation Leader Expectations

The following are general expectations for the Jaguar 365 Orientation Leaders:

- Serve as a role model and mentor for new students while also maintaining the Southern University Honor Code and Code of Conduct.
- Be punctual, reliable, and conscientious in the performance of all responsibilities
- Be available- there should be no conflicting responsibilities during training and New Student Orientation
- Conduct yourself in an appropriate manner and follow all federal, state, and local laws and College policies

Time Commitment

Jaguar 365 Orientation Leaders are required to complete the following:

- Attend all required information and training sessions and staff meetings
- Leaders must have no other time commitments during the Spring semester training, Fall training, and Summer New Student Orientation program
- Participate in a schedule of expected coverage during New Student Orientation

Eligibility Requirements

Students must meet the following minimum eligibility requirements:

- Must be a full-time undergraduate student; be enrolled during the Fall semester prior to the application
- Be in good academic standing— no history of academic or conduct probation (*August 2018- present*)
- Minimum 2.0 cumulative grade point average
- Demonstrate good character, decision making skills, self-discipline, and respect for the rights of other students, staff and college policies
- Demonstrate the ability to maintain confidentiality

Orientation Leader Expectations

Orientation leaders will be compensated in the amount of \$600.

Jaguar 365 Orientation Leader Application

A completed application must be returned to the Office of the Dean of Students on or before Friday, April 27 at 4:00 p.m. Please type or print your responses clearly in ink.

Personal Information

Name _____ Age _____ S Number # _____

Cell Phone _____ E-mail Address _____ Campus Box _____

T-Shirt Size ☐ Small ☐ Medium ☐ Large ☐ Extra Large ☐ XX-Large ☐ XXXL

Campus or Local Address

Name of Residence Hall _____ Room Number _____

Street Address _____

City, State and Zip _____ Home Phone _____

Permanent Address

Street Address _____

City, State and Zip _____ Home Phone _____

Demographic Information

Any information you self-disclose will be used to determine how we can better address the needs of our students. This information is completely optional. *Please check all that apply.*

- | | | |
|---|--|---|
| <input type="checkbox"/> African-American/Black | <input type="checkbox"/> Asian-American | <input type="checkbox"/> Hispanic/Latino |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Bi or Multi-Ethnic/Racial | <input type="checkbox"/> International Student |
| <input type="checkbox"/> I am differently abled | <input type="checkbox"/> Veteran | <input type="checkbox"/> Another Identity _____ |
| <input type="checkbox"/> Gay/Lesbian/Bisexual/Transgender/Questioning | <input type="checkbox"/> First person in my family to attend college | |

Education

Current Academic Year ☐ First Year ☐ Sophomore ☐ Junior ☐ Senior ☐ Another _____

Major _____ Minor _____ Cumulative GPA _____

☐ I am a transfer Student- Please list other Colleges/Universities attended _____

Dates Attended _____ Program of Study _____

High School Attended _____ City, State _____ Graduation Date _____

Campus and Community Involvement

Please list your extra-curricular activities and/or work schedule. Please be sure to include any leadership roles you have held on and/or off campus. Applicants are encouraged to attach a resume or additional pages as necessary.

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Application Questions

Please submit a typewritten response to the following questions.

1. Why do you want to be a Jaguar 365 Orientation Leader?
2. What do you think are the most important characteristics a Jaguar 365 Orientation Leader should have?
3. Describe your most memorable activities as a new student.
4. What would you identify as the most challenging aspect of New Student Orientation?
5. What changes or additions would you make to the New Student Orientation Program to ensure students make a smooth transition into our academic community?
6. How will contribute to a supportive team Jaguar 365 Orientation Team atmosphere?
7. Being a Jaguar 365 Orientation Leader requires a lot of time and commitment, and also requires that you delicately balance your commitments and social responsibilities. How will you manage this role, while endeavoring to have a positive impact on new students who will look to you for leadership?
8. A Mantra means a sacred utterance or group of words believed by some to have psychological and spiritual power. What is your mantra?
9. What is your favorite leadership quote?
10. Please include any other information that may be helpful in the review of your application.

Signature Verification

Please be sure that you understand the commitment for this position.

- Jaguar 365 Orientation Leader Training
- Jaguar 365 Orientation summer sessions
 - Summer Session – June 3, 2018
 - Session 1- July 8- 10, 2018
 - Session 2- July 15- 17, 2018
 - Session 3- July 22- 24, 2018
 - Session 4- July 27, 2018
 - Session 5- August 15- 17, 2018
- Orientation Leaders Fall Move-In Date on Sunday, August 12, 2018
- Orientation Leaders Training is May 7- 12
- Fall Welcome Week Commitment August 26-28

I certify that the answers provided are true and complete and I give the Dean of Student's office permission to verify my academic and judicial standing as well as any other information included in this application. If this application leads to my selection as a Jaguar 365 Orientation Leader, I understand that any false or misleading information in my application or will lead to my release from the New Student Orientation selection process or New Student Orientation Team.

Printed Name_____

Signature_____Date_____