

Orientation Leader & Logistics Team Application

Fall 2014 New Student Orientation

New Student Orientation Mission & Role of Student Staff:

The mission of the School of the Art Institute of Chicago's New Student Orientation program is to facilitate the transition process of new undergraduate students and to integrate them into the academic, intellectual, cultural, and social environment of SAIC. The program provides opportunities to welcome new students into our community and assist them in gaining a better understanding of the extensive educational opportunities at SAIC, the art resources, and services that are offered to help them become more effective students and artists. While being introduced to the SAIC community, students will have the opportunity to meet other new students, continuing students, faculty, and staff. Orientation Leaders (OLs) and Logistics Team members (LTs) are an integral part of the Campus Life team and the New Student Orientation program. OLs & LTs play a critical role in the New Student Orientation program by welcoming our new students and helping them make the most of their time here at SAIC and in Chicago.

How do I apply?

Applying to be part of New Student Orientation is easy.

- **Step 1:** Read over the Application Packet, paying attention to mandatory dates and position descriptions. If you have any additional questions, feel free to email Allie Markland (amarkl@saic.edu), Assistant Director of Campus Life for clarification.
- **Step 2:** Submit recommendation forms to two individuals who can positively speak to your leadership skills and experience. Deadline: **Monday, March 10 by 6:00 p.m.** Recommenders can submit forms via any of the following methods:
 - Email Allie Markland (amarkl@saic.edu) directly
 - Mail to Allie Markland | SAIC Campus Life | 37 S. Wabash Ave, Room 201 | Chicago IL, 60603
 - Drop forms off in person at the Campus Life office (The LeRoy Neiman Center, Sharp 201)
- **Step 3:** Complete the Application via EngageSAIC. Please include a copy of your resume. Deadline: **Monday, March 10 by 11:59 p.m.**
- **Step 4:** Attend the mandatory group interview day on **Sunday, March 16, 2014.**
- **Step 6:** Applicants with complete files (including a complete application, resume, two recommendation forms, and a group interview) will be notified on: **Wednesday, March 19, 2014 by 6:00 p.m.**
- **Step 7:** If you are offered a position, you will have until **Wednesday, March 24, 2014** to accept or decline the position and notify Campus Life. NOTE: If you accept a position as a OL or LT, there will be a **MANDATORY SPRING TRAINING** meeting (**Wednesday, April 30, 2014 from 4:15 – 6:15 p.m., MacLean Center Ballroom**), to review summer responsibilities, fall dates, and to take your picture for promotional New Student Orientation communications with new students over the summer.

Can I Apply for Both OL and LT Positions?

Yes! You can *apply* for BOTH OL and LT positions using this one application packet if you so choose. However, as these leadership roles operate concurrently during the New Student Orientation Program, individuals may only be *hired* for one position or the other. Note: You do not need to apply for both if you are only interested in one position or the other. If you wish to apply for both, please specify in the appropriate application section which position you prefer. See important dates and specific position descriptions below.

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Important Dates:

OL & LT Hiring Timeline	3/10/14	Monday	Application Due via engage.saic.edu
	3/16/14	Sunday	Group Interviews, various times and locations
	3/19/14	Wednesday	Applicants Notified via SAIC email
	3/26/14	Wednesday	Applicants accept/decline position by this date
	4/30/14	Wednesday	Spring OL< Training Meeting, 4:15-6:30pm
Training Dates	8/17/14	Sunday	Staff Living in the Residence Halls may move in
	8/19/14	Tuesday	Logistics Team (<i>only</i>) Training – 10am-5pm
	8/20/14	Wednesday	Orientation Leader (<i>only</i>) Training – 10am-5pm
	8/21/14	Thursday	Orientation Leader (<i>only</i>) Training – 10am-5pm
Fall 2014 Undergraduate New Student Orientation	8/23/14	Saturday	New Student Check In*
	8/24/14	Sunday	Day 1 Orientation*
	8/25/14	Monday	Day 2 Orientation*
	8/26/14	Tuesday	Day 3 Orientation*
			*denotes all day and evening commitment

Orientation Leader (OL) Position Description

The OL is essential in the day-to-day success of the New Student Orientation program. OL's have a significant influence on the new student transition experience and are at any one time problem solvers, peer advisors, leaders, and communicators. While we cannot list all of the expectations and responsibilities that an OL performs (this will be covered in training), below is a general overview of the OL position.

Orientation Leaders:

- Attend and actively participate in the Spring OL< Training Meeting (**Wednesday, April 30, 2014 from 4:15-6:15p.m.**, MacLean Ballroom)
- Complete special projects, such as Orientation Leader introduction letter, etc. by designated due dates
- Actively participate in web based social media over Summer 2014
- Attend and actively participate in the Orientation Leader Training (**August 20-21, 2014**)
- Participate and facilitate a small group the New Student Orientation program (**August 23-26, 2014**)
- Assist with the implementation of the general New Student Orientation programs and activities
- Introduce new students to the academic, intellectual, cultural, and social environment of SAIC
- Give specialized tours of SAIC and the city of Chicago through Labor Day Weekend (**August 24 – September 1, 2014**)
- Wear Orientation Leader clothing at all orientation programs
- Participate in the evaluation process of New Student Orientation
- Please note: This is a *work study position* – if you have questions about your work study eligibility for Summer 2014, please talk to Allie Markland (amarkl@saic.edu)

Logistics Team (LT) Position Descriptions

The LT is an integral member of the New Student Orientation team serving as the “right hand” team members of the Campus Life staff. LTs help facilitate New Student Orientation by assisting with behind the scenes logistical coordination of this conference-style event. While we cannot list all of the expectations and responsibilities that an LT performs (this will be covered in training), below you will find a general overview of the LT position description.

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Logistics Team members:

- Attend and actively participate in the Spring OL< Training Meeting (**Wednesday, April 30 from 4:15-6:15p.m.**, MacLean Ballroom)
- Actively participate in web based social media over Summer 2014
- Attend and actively participate in the Logistics Team Training (**Tuesday, August 19, 2014**)
- Help coordinate the New Student Orientation programs through assisting the Campus Life Staff (**August 23-26, 2014**)
- Transport, set up, and return supplies from storage areas to rooms used during Orientation
- Open and prepare classrooms for breakout sessions
- Prepare New Student Orientation materials for incoming students and parents
- Wear Logistics Team clothing at all orientation programs
- Participate in the evaluation process of New Student Orientation
- Help with other duties as assigned while maintaining a friendly and welcoming environment
- Please note: This is a *work study position* – if you have questions about your work study eligibility for Summer 2014, please talk to Allie Markland (amarkl@saic.edu)

Senior Logistics Team Coordinator (LTC) Position Description

In addition to acting as a member of the Logistics Team and performing the duties listed above, the Logistics Team Coordinator (LTC) provides supervision and mentorship for the other Logistics Team members. To be qualified for this position, applicants will have demonstrated considerable leadership at SAIC, knowledge of SAIC and resources, and understanding of the New Student Orientation program and mission. It is not required, but it is strongly recommended, to have had previous orientation leadership experience. Candidates interested in applying for this position should note this in the application below. In addition to participating in the group interview process, applicants must schedule an additional individual, 1:1 interview with the Assistant Director of Campus Life (Allie Markland, amarkl@saic.edu).

OL & LT Qualifications

The Orientation Leadership positions (OL & LT) are hired and selected based on application, interview, recommendations, and overall involvement in the SAIC community. We look for students who we believe will meet the following qualifications. OLs and LTs:

- Understand and believe in the mission of the New Student Orientation program and help implement it in a genuine manner
- Relate well with students, their parents, family and friends, and faculty and staff
- Are reliable, responsible, confident, positive, flexible, and team players
- Have good interpersonal and communication skills, who identify and utilize campus resources appropriately
- Have demonstrated leadership skills and have an interest in further developing those skills in a new capacity
- Understand the importance of this leadership/role model position and display good judgment and responsible behavior

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OL & LT Benefits

The benefits for New Student Orientation Leaders and Logistics Team members include:

- Opportunity to develop your interpersonal skills and service to the community through formal training and actual experience
- Opportunity to serve as a leader and mentor assisting new students' transition to SAIC
- Increased knowledge of the services and resources SAIC offers to all students
- If you live on campus, you will be allowed to move-in on **August 17, 2014**
- Foster mentoring relationships and build lasting friendships with new students and fellow team members
- Help build a strong sense of community among new undergraduate students
- Hourly wage of \$8.50 for approximately 45-50 hours during the Summer 2014 term and two free SAIC t-shirts

OL & LT General Expectations

- **WELCOME** our new students, parents, and guests into the community
- Serve as a **GENEROUS** host
- Be on **TIME** and **PRESENT** (mentally and physically)
- Be **AWARE** of student needs, excitements, anxiety, and uncertainty
- If you **DO NOT KNOW** the answer, **DO NOT GUESS** and misinform a student... find someone who does know the answer
- Use your **RESOURCES**
- Remember **YOUR EXPERIENCE** with some aspect of the school could be **VERY DIFFERENT** from the next person's experience (negative or positive)- try not to influence the new students' opinions about services, faculty, or departments
- **READ** through your supplemental training materials
- Be **POSITIVE**, yet real and honest
- Be a team player, **SUPPORT** each other
- Show **GENUINE** interest in the students in your group
- Remember you are working for SAIC and are **REPRESENTING** SAIC
- Utilize **TEAM INTERESTS** and areas of **EXPERTISE**- if a new student is interested in photo, refer them to an OL who is concentrating in that department
- Be **PREPARED**
- Through the day please remember, we don't want to see too many Orientation Leaders together- so please **MINGLE**
- Have **FUN**