

Thank you for your interest in the Orientation Leader Position. We are excited to begin the selection of our team. Collectively, Orientation Leaders play key roles in the first-year Orientation program. Orientation Leaders help new students, family, and friends realize a smooth transition to the South Plains College community.

HOW WILL THE ORIENTATION PROGRAM BENEFIT ME AS A STUDENT AT SPC?

Making connections throughout SPC is critical for your success as a student. As an Orientation leader you will have the opportunity to make and enhance connections with faculty, staff and a variety of students from the SPC community. In addition, you benefit from learning detailed information about SPC programs and services, which increases your campus knowledge. Orientation leaders hold a prestigious leadership role on campus, and often use their experience as a stepping-stone to employment in other leadership positions.

HOW WILL THE ORIENTATION PROGRAM BENEFIT ME AFTER GRADUATION?

These positions are designed to increase your leadership skills and abilities. Orientation Leaders develop skills in group problem solving, conflict resolution, interpersonal communication and team building. The Orientation experience also provides students with the opportunity to interact with a diverse population of students, fostering skills important for future employment. Throughout the program, you will have opportunities to use these skills in hands-on situations, thus providing an experience upon which employers look favorably.

Orientation Team Selection Timeline	
January 13 th	Applications Available online
February 3 rd	Applications due APPLICANTS MUST TURN IN A COMPLETED PACKET
February 5 th & 6 th	Group Interviews (2 days)
February 7 th	Round #2 Announcements sent via email
February 10 th & 11 th	Individual Interviews (Sign up online)
February 12 th	Offer Letters available for pick up in Dean of Students

APPLICATION DEADLINE: MONDAY FEBRUARY 3RD AT 4:00PM

**ALL APPLICANTS MUST RETURN A COMPLETED APPLICATION PACKET AND
APPLY ON MICROSOFT FORMS.**

RETURN APPLICATION PACKET TO HOUSING OFFICE

QUESTIONS? CALL (806) 716-2381 OR EMAIL MSHILL@SOUTHPLAINSCOLLEGE.EDU

New Student Orientation Leader Expectations

Orientation Leaders must be returning, full-time students for the fall semester, and they must remain in satisfactory academic and disciplinary standing for the spring semester prior to employment.

Orientation Leaders must be present and on time without exception for all scheduled training sessions and work assignments. During the training period, OLs will be expected to be present daily from 8:30AM-4PM for training sessions, as well as any additional evening activities or programmatic pieces scheduled during those days. Orientation Leaders should avail themselves of all other responsibilities during this time.

Orientation Programs: Throughout the Orientation Program, Orientation Leaders will be expected to work shifts as assigned each day. Orientation Leaders should avail themselves of all other responsibilities during this time.

Qualifications

- Minimum 2.5 cumulative GPA
 - Must have prior campus involvement in work-study, club leadership or other campus roles
 - Must relate well with students, parents, faculty and administrators
 - Must be mature, responsible, and display a willingness to assist students in transitioning to college
 - Must be currently enrolled as a student at South Plains College in good academic and judicial standing
 - Must Present a professional demeanor that favorably represents the institution and department
 - Must demonstrate a desire to learn about the University, its regulations, its people its programs, and its community
 - Most importantly, must want to have FUN!
-

The Roles & Responsibilities of an Orientation Leader are as follows

- Exhibit a positive attitude and ability to motivate others
- Strong interpersonal and communication skills
- Ability to work effectively and collaboratively with diverse groups of people
- Demonstrate flexibility and willingness to assist others
- Serve as a role model for incoming students
- Serve as a role model for incoming students
- Serve as a positive representation of the college and as a resource to new students and their guests
- Answer questions about both social and academic aspects of college life
- Facilitate new students' introduction to the college by maintaining an open, helpful attitude and using effective communication techniques
- Promote interaction among groups of new students during small group discussions, icebreakers, meals and activities
- Facilitate small squad group interactions on various topics, including course enrollment and student life issues
- Participate in a comprehensive training before the start of the program and be responsible for all information covered during Orientation Leader training throughout Orientation
- Facilitate social activities for new students through direct involvement and participation
- Work closely and cooperate with other Orientation Leaders, Student Orientation Coordinators, and supervisors, and other campus administrators to develop, prepare, implement and evaluate Orientation programs
- Provide administrative support for the program, including preparation of Orientation materials
- Assist with and support all aspects of the Orientation program, including Move-In Days and Fall Orientation
- Knowledge of and commitment to the goals of orientation

Must demonstrate either a strong record or potential for:

Reliability	Punctual, Able to carry out duties in a timely manner
Responsibility	Willing to seek advice from others, yet can work independently
Self-Motivated	Able to develop creative solutions to problems
Flexible	Ability to "roll with the punches" and revise plans as necessary
Resourceful	Diligently explores necessary resources, yet will minimize unnecessary costs
Team-Oriented	Understands this is a campus-wide team, not an individual effort

OL Selection Process

A team of Orientation Leaders will be selected to serve for the 2019 Orientation program. Current first-year students, and sophomores in good standing with the college are eligible to apply. “Good standing with the college” is determined in consultation with the Associate Dean of Students and Director of Student Life.

Orientation Leader candidates will be selected based on the evaluations of their applications, their participation in the group process and individual interviews.

Orientation Leaders are selected by OSL for the values expressed above as well as their ability to work and support other students. Please submit the application by _____ (new applicants). Any questions should be directed to Shane Hill at mshill@southplainscollege.edu.

(Round 1) Group Interview: All candidates who meet the minimum position qualifications will be invited to participate in a group interview. Applicants should sign up for a group interview when they submit their official application online. The group interview will consist of different activities designed to see how applicants work in a group setting. After the group interviews candidates will receive an email indicating their status in the interview process.

(Round 2) Individual Interviews: Candidates who make it through the first round of group interviews will be emailed and invited to sign up for individual interview. Individual interviews will last 10-15 minutes and will consist of a series of questions. After individual interviews, candidates can stop by Dean of Students Office to pick up their decision letter.

Time Commitments

Orientation Leader Meetings: All Orientation Leaders are required to attend all OL meetings. Team meetings will be held weekly during Spring semester of Friday afternoons. A complete schedule is outlined in this application.

Summer Training: In-depth leadership training will occur prior to the first New Student Orientation session. Leaders will be trained on a variety of subjects, including campus policies, academic advising, facilitating small groups, presentation skills and much more. Training is mandatory for all new and returning staff. Staff members are required to attend all Orientation training sessions.

Orientation Sessions: Orientation Leaders must be present at all Freshman Orientation sessions. Orientation Leaders are required to sign up for at least 1 Orientation at Reese or Lubbock campus.

Additional Programming: All Orientation Leaders are required to attend all Orientation activities and must participate in additional events including but not limited to: Welcome Week, Back to School Bash, and First-Gen Summit.

2019 TRAINING SCHEDULE & IMPORTANT DATES			
DATE	ACTIVITY	TIME	LOCATION
Friday, March 6th	Spring Training	1:00-3:00pm	TUBB Classroom
Friday, March 20th	Spring Training	1:00-3:00pm	TUBB Classroom
Friday, March 27th	Spring Training	1:00-3:00pm	TUBB Classroom
Friday, April 3rd	Spring Training	1:00-3:00pm	TUBB Classroom
Friday, April 10th	Spring Training	1:00-3:00pm	TUBB Classroom
Friday, April 24th	Spring Training	1:00-3:00pm	TUBB Classroom
Friday, May 8th-9th	Orientation Team Retreat		
May 28th- June 1st	Orientation Team Summer Training		

2020 Orientation Team Application

Please Type or Print your name clearly.

Name: _____

SPC Student ID# _____

Address: _____

City/State/ZIP: _____

Cell Phone: _____

Hometown (City/State): _____

Educational & SPC Information

Classification: Freshman ☐ Sophomore ☐ Junior ☐ Senior

Number of Semesters @ SPC: _____ Major: _____

Anticipated Graduation month and year: _____ GPA: _____

☐ Transfer Student Former School: _____

☐ Student Athlete ☐ Honors College Student ☐ International Student

SPC Residence Halls you have lived in: _____ How Long? _____

Interest and Activities

Campus Organizations and service opportunities in which you are involved (please indicate officer positions held):

2020 Orientation Team Application

References:

You are required to submit the name and contact information for two people as references on your application. One reference must be a former supervisor, through paid or non-paid experience. The other reference must come from a faculty or staff member of South Plains College (this staff member may NOT be an RA). If you are a first year student, you may list high school personnel. Your references will be contacted electronically.

Reference 1 (Former Supervisor)

Name: _____

Title: _____

Phone Number: _____

Email: _____

Reference 2 (Former Supervisor)

Name: _____

Title: _____

Phone Number: _____

Email: _____

I have read and understand the attached responsibilities, requirements, and time commitments. I certify that the information herein is accurate to the best of my knowledge. you have my permission to verify my grade point average and disciplinary standing at the time of application, at the end of the fall 2020 semester and at the end of the spring 2021 semester.

Signature of Applicant

Date

After completing this form, please return it personally to the Housing Office in the Administration Building at the Levelland Campus.

Submissions after February 2nd deadline will NOT be accepted.

