(Application for Co-Chair of the Orientation Leader Program 2020)

Your application, schedule of weekly availabilities, and one page resume must be submitted by 12:00 PM, Friday, August 23. Please sign up for an interview time when you drop off your application.

Please Print or Type the Following:

Name: ___________________________ Email: ___________________________

Current GPA/Total Hours: _____________

Do you expect to take any classes during the summer 2020 sessions?  YES  NO

If YES, how many hours and when? ____________________________

Do you expect to have a job during 2020 at any time?  YES  NO

If YES, specifically when? ____________

If you are not selected as a Co-Chair do you plan on returning as a Team Leader or OL for 2020?  YES  NO

Please type your answers to the following:

1. Evaluate and discuss your own performance in the program during 2019.

2. Identify leadership skills you developed or improved in the program and will employ as a Co-Chair.

Program Proposal:

1. Research at least two other institutions’ Orientation Leader Programs. Using this knowledge make recommendations on how you would improve the OL Team. Be prepared to discuss these changes during your interview.

Program Standards

In serving Freshman and Family Programs, I have upheld and will continue to uphold the standards of the Orientation Leader Program. This includes, but is not limited to:

- Follow all UTD Code of Student Conduct that applies to your behavior on and off campus.

- OLs are not allowed to date or develop a sexual or dating relationship with any incoming student that attends Freshman Orientation, Comet Camp, or Success Camp; students living in the freshman area; or any freshmen enrolled in a UNIV 1010 class (or its equivalent) and the ensuing semester.

- Intra-Team relationships must remain professional and not create a distraction.

- Understand and accept differences between cultures, ethnic groups, other students’ values, beliefs systems, etc. Enable ALL students to feel comfortable coming to you for assistance.

- Represent the institution in an honest and positive manner.

I affirm that the information that I have provided on this application is truthful and correct. I understand that any UTD academic and/or disciplinary records will be considered. I accept the responsibilities and stipulations required by the duties of this position.

Signature: ___________________________ Date: ____________

Gretchen, I’m sorry I laughed at you that time you got diarrhea at Barnes & Noble, and I’m sorry for telling everyone, and I’m sorry for repeating it now...
Co-Chair of the Orientation Leader Program  
*Position Description*

The Co-Chair of the Orientation Leader Program position at The University of Texas at Dallas is a high-level student leadership position. The program is designed for two Co-Chairs to be selected for one full calendar year (September-August).

**Requirements**
- At least one year of successful experience in the Orientation Leader Program

**Duties**
- Serve as a role model to the orientation team
- Membership compliance
- Assist in selection of the orientation team
- Complete a minimum of 10 hours of work per week in the office; these hours do not include time spent in programs, orientations, or training
- Understand that a Co-Chair cannot also be a Peer Advisor, SUAAB officer, or Multicultural Peer Advocate during the term in which they are a Co-Chair
- Assist in planning and implementing the OL training and retreat(s)
- Responsible for leading and guiding the Team Leaders; this includes regularly scheduled meetings, providing them with deadlines and holding them accountable for meeting those deadlines
- Assist during the orientation training class; duties include planning and leading teambuilding exercises, preparing quizzes, taking roll, and providing feedback on presentations
- Attend all orientations, training dates, retreats, conferences, and work days
- Assist in planning the banquet at the end of the year
- Other duties as assigned and as appropriate

**Compensation**
Co-Chairs will receive student worker pay ($12.00/hr) for 10 hours a week for 42 total weeks (14 weeks in fall, spring, and summer).

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