

# 2016 OWL

## **Orientation Workshop Leader Application**



Office of Community Engagement & New Student Programs  
Old Gym, Suite 302

**Due: Monday, March 31<sup>st</sup> at 5:00pm**

For More Information: [Denny.Santos@lehman.cuny.edu](mailto:Denny.Santos@lehman.cuny.edu)

# Orientation Workshop Leader Application Information

Thank you for your interest in the 2016 Orientation Workshop Leader (OWL) position!

## OWL Position Description

The Office of Community Engagement & New Student Programs will select a group of energetic and dedicated student leaders to assist with the implementation of orientation programs during the fall and spring. Orientation Workshop Leaders (OWLS) are necessary for the smooth transition of new students and families into the Lehman College community. OWLs will receive training on the resources available at Lehman College and meet with representatives from academic and student support services. OWLs are responsible for communicating and meeting with new students about Orientation events and offering advice and encouragement during their transition to Lehman College. It is essential that OWLS project a positive and excited attitude towards Lehman College and Orientation to new students and families at all times. Selection to the Orientation Workshop Leader team is a rewarding opportunity for personal and professional growth!

## **Orientation Program Overview**

Orientation is designed to help new students and their families acclimate to Lehman College. Orientation is geared toward creating several opportunities throughout the day, allowing participants to obtain answers to questions, and to get specific issues addressed.

Freshman Orientation is a two-day program. Transfer Orientation is a one-day program. Participation in Orientation Programs make a significant difference in the experiences of Lehman students.

## Minimum Qualifications

- Good academic standing, with a minimum cumulative GPA of 2.5
- Knowledge of and commitment to the mission and goals of Lehman College and the Office of Community Engagement & New Student Programs
- Positive attitude, energetic, and enthusiasm for Lehman College
- Desire to learn about Lehman College programs, resources, policies, and procedures
- Ability to work effectively with a diverse group of New Student Programs staff, OWLS, new students, and families and friends
- Willingness to assist others in their transition to Lehman College

## Orientation Workshop Leader Roles & Responsibilities

- Attend and participate in all mandatory training sessions and Orientation programs
- Maintain a positive attitude towards Lehman College and Orientation programs to new students and their guests
- Work closely and cooperate with fellow Orientation Workshop Leaders and New Student Programs staff to develop, prepare, implement, and evaluate Orientation programs (New Student Orientation, Transfer Orientation, Family & Friends Orientation, Weeks of Welcome, Fall Semester Kick-Off)
- Promote interaction among new students during breakout sessions, icebreakers, meals, and activities
- Facilitate small group discussions on various social and academic topics, including CUNY Pathways, CUNY Portal, Registration, Financial Aid, Student Life, and Campus Facilities
- Serve as a role model to all new students

**Important Dates**  
**Applicants must be available**

O.W.L. Interview Dates  
April 12<sup>th</sup>- 15<sup>th</sup>

**OWL Training Meeting**  
May 5<sup>th</sup>, May 6<sup>th</sup>, May 9<sup>th</sup> & May 18<sup>th</sup>

**Orientation Preparation day**  
May 12<sup>th</sup> & 13<sup>th</sup>, 23<sup>rd</sup>  
June 6<sup>th</sup>, 27<sup>th</sup>  
July 7<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 29<sup>th</sup>  
August 1<sup>st</sup>, 15<sup>th</sup>

Orientation Dates  
May 16<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>  
June 7<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup>  
July 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>  
August 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>

**Fall Semester Kick-Off**  
Wednesday, August 31st

**Time Commitment**

Between the months of May and August, Orientation Workshop Leaders will have an opportunity to work for up to 100 hours.

**Training & Orientation Programs:** Orientation Workshop Leaders must be present and on time without exception for all scheduled training sessions and orientation programs. Additionally, OWLs will be expected to attend team meetings as scheduled by New Student Programs staff.

**Compensation & Benefits**

- Competitive hourly compensation
- Orientation Workshop Leader uniform shirts
- Leadership Development trainings
- Breakfast and lunch during each orientation session

**Selection Process Overview**

**STEP 1: Obtain OWL Application**

Thoroughly review OWL application materials. Confirm that all dates and times work for your schedule, and note if you have any questions about the Orientation Workshop Leader position or selection process.

**STEP 2: Complete OWL Application**

The application is designed to better inform us about an applicant's background, work history, academic pursuits, and motivation for becoming an Orientation Workshop Leader. Completed applications must be submitted by 5:00pm on Tuesday, March 31<sup>st</sup>, 2016.

**STEP 3: Individual Interview (pending invitation)**

A select number of applicants will be invited to the individual interview process. Individual interviews will be conducted by New Student Programs staff and former Orientation Workshop Leaders. The individual interview process is designed to provide more detailed insight regarding candidates' experiences, qualifications, and understanding of Lehman College and the Orientation Workshop Leader role.

**Tentative Orientation Workshop**  
**Leader Selection Timeline**

**Application Deadline**

Thursday, March 31<sup>st</sup> by 5:00pm

**Individual Interviews**

Tuesday, April 12<sup>th</sup> – Friday, April 15<sup>th</sup>

**Selection Announcement**

Wednesday, April 20<sup>th</sup>

**Acceptance Deadline**

Friday, April 22<sup>nd</sup> by 10:00am

**Questions?**

Contact Denny Santos at  
[Denny.Santos@lehman.cuny.edu](mailto:Denny.Santos@lehman.cuny.edu)  
(347) 577-4020  
Office of Community Engagement &  
New Student Programs  
Old Gym, Suite 302



**LEHMAN  
COLLEGE**

**DIVISION OF STUDENT AFFAIRS**

**The Office of Community Engagement and New Student Programs**

**ORIENTATION WORKSHOP LEADER APPLICATION**

(Please type or print clearly)

Last name	First name	Social Security	
Address	City	CUNY First I.D	
Home Phone	Cell Phone	E-mail	Shirt size

**Please List Previous Employment**

Position Title:	Company Name	Dates Employed
1. _____	_____	_____
2. _____	_____	_____

Community Service/Extra-Curricular Activities	Class Standings:	Fr	So	Jr	Sr
_____	Cumulative GPA:	_____			
_____	Major:	_____			
_____					

Please fill out the blank scheduling sheet on the next page with your Monday through Friday 9:00am- 5:00pm schedule. Please include all responsibilities that would not allow you to participate in the selection process. This information will be used to help schedule your interview for this process. All interview dates and times will be sent out on Tuesday April 5<sup>th</sup>, 2016.

Signature: _____	Date: _____
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**Please attach an unofficial Lehman College transcript and resume**

**Application Deadline: Thursday, March 31<sup>st</sup>, 2016 by 5:00pm**

**Location: Old Gym, Suite 302**

**Questions? Contact Denny Santos at [Denny.Santos@lehman.cuny.edu](mailto:Denny.Santos@lehman.cuny.edu)**

Name \_\_\_\_\_

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>9:00am-9:30am</b>					
<b>9:30am-10:00am</b>					
<b>10:00am-10:30am</b>					
<b>10:30am-11:00am</b>					
<b>11:00am-11:30am</b>					
<b>11:30am-12:00pm</b>					
<b>12:00pm-12:30pm</b>					
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<b>3:00pm-3:30pm</b>					
<b>3:30pm-4:00pm</b>					
<b>4:00pm-4:30pm</b>					
<b>4:30pm-5:00pm</b>					
<b>5:00pm-5:30pm</b>					

