



Indiana University South Bend
2008 O-Team Leader Application

Introduction

As a member of the O-Team, you play a vital role in welcoming new students and parents to campus. We are looking for students who are enthusiastic about IU South Bend, outgoing, knowledgeable about the campus and its services, and eager to share their positive experiences with new students and parents.

What are the responsibilities of an O-Team leader?

O-Team leaders serve as role models to the incoming student population and conduct themselves accordingly. They serve as ambassadors for the campus and portray IU South Bend in a professional manner. O-Team leaders assist in all aspects of new student orientation, including, but not limited to:

- Giving student tours and highlighting various aspects of campus life.
- Preparing student and parent materials prior to orientation.
- Assisting with presentations to students and/or parents/guests.
- Answering questions throughout the day from students and parents.
- Providing positive feedback on your own university experiences.
- Contacting students prior to orientation to confirm attendance or answer questions.
- Assisting with set-up and tear down prior to and on the day of orientation.

What are the qualifications to apply?

All applicants must:

- Be in good academic and disciplinary standing (minimum g.p.a. of 2.50).
- Have outstanding communication skills, a positive attitude, and a strong work ethic.
- Be available to work at least 3 of the 5 summer orientation programs.
- Display a thorough knowledge of the IU South Bend campus.
- **Attend training on Tuesday, May 6.** This training session is mandatory and you will not be allowed to serve as an O-team leader without attending. You should plan on being here 9:00 – 4:00 that day. This day falls between the end of finals and the beginning of summer classes.

Compensation

Undergraduate students are paid \$7.00 per hour and graduate students are paid \$8.00 per hour. You are compensated for any work associated with orientation, which includes the training sessions. You will be given an O-Team Leader t-shirt and will have lunch provided at each orientation.

Application Deadline/Hiring Process

Applications must be returned no later than Friday, April 25 to:

Rick Dennie

Office of Student Services

Administration Building, Room 105

Interviews will take place in late April. If you have questions, please contact Rick Dennie at (574) 520-4164 or rdennie@iusb.edu.



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Office use only
Date received:

Interview:
Date-
Time-

Name: _____
Last First MI

Address: _____
Street/PO Box City State Zip

University ID#: _____ **E-Mail:** _____

Home Phone: (____) _____ **Cell Phone:** (____) _____

Major (s): _____

Minor (s): _____

Class Standing (circle one):
Freshman Sophomore Junior Senior Graduate

Current cumulative GPA: _____ (*required minimum: 2.50*)

Anticipated summer session enrollment:
summer I: none 3 hours 6 hours
summer II: none 3 hours 6 hours

Shirt size (circle one):
small medium large x-large xx-large xxx-large

Place a check next to each orientation program for which you will be availabl:
(*you must be available for at least 3 of the programs to be considered for the O-Team*)

- Saturday, May 17 7:30 a.m. – 2:00 p.m.
- Friday, June 20 7:30 a.m. – 2:00 p.m.
- Friday, July 11 7:30 a.m. – 2:00 p.m.
- Friday, July 25 7:30 a.m. – 2:00 p.m.
- Friday, August 25 7:30 a.m. – 2:00 p.m.

Please list the names of two individuals (preferably within IU South Bend) who can attest to your skills and abilities:

Name Relationship (i.e. professor, supervisor, staff etc.)

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Are you presently working for another campus department?

- No
- Yes (*provide the following information*)

Department: _____
Job title/duties: _____
Supervisor: _____
Hours per week: _____

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Job title/duties: _____
Supervisor: _____
Hours per week: _____

Extra-curricular involvement (clubs, organizations, tutoring, etc.):

1. _____
2. _____
3. _____

In a separate document, please fully answer the appropriate set of questions.

New Applicant

1. What characteristics and/or qualities do you possess that would enable you to work successfully with new students and/or their parents?
2. Describe your orientation experience (both positive and negative) at IU South Bend or a previous college.
3. What two things about IU South Bend would you like new students to know?
4. What do you feel are the main challenges facing college students today?

Returning Applicant

1. Why do you want to return as an O-Team Leader?
2. Please provide at least one program idea you have for the summer 2008 orientation programs.

I hereby attest that all of the information stated in this application is truthful and accurate.

Signature

Date

Return completed application no later than Friday, April 4 to:
Rick Dennie
Office of Student Services
Administration 105
(574) 520-4164
rdennie@iusb.edu