

UNIVERSITY of HOUSTON

NEW STUDENT CONFERENCES

Orientation COACH Job Description

Role of the Orientation COACH

The Orientation COACH members serve as members of the New Student Conference staff, assisting new students with their academic transition to the University of Houston. Because the position requires almost 30 hours a week, applicants wanting to take summer session coursework will need to have schedules approved by their college supervisor. Spring 2013 responsibilities will be scheduled around COACH's academic schedules. Undergraduate and graduate students are encouraged to apply. This opportunity will allow students to explore and develop interpersonal, professional and leadership skills that allow them to grow into exceptional student leaders.

Mandatory Dates:

All applicants must be available:

- Every Friday beginning spring February 1, 2013 through May 18, 2013
- April 19, 2013
- May 19-July 31
- August 15, 16 & 19

Characteristics

COACH members should possess and demonstrate the following:

- Strong knowledge of own academic area.
- Ability to learn and understand academic requirements.
- Understanding and support of the goals and philosophies of the University of Houston.
- Ability to encourage academic success and to motivate self and others.
- Strong interpersonal communication skills.
- Ability to establish rapport with peers, students, parents, faculty and staff.
- Ability to serve as a role model demonstrating good judgment and ethical behavior.
- Ability to set a positive tone for interaction, demonstrating responsibility and respect for others' rights, feelings, lifestyles, diverse backgrounds, and for personal and University property.
- Ability to work in a team and to be flexible.
- Strong demonstration of leadership abilities.
- Ability to navigate University of Houston website.
- Knowledge of University of Houston campus resources.
- Previous experience with Microsoft Office and PeopleSoft (www.my.uh.edu) preferred.

Qualifications

1. Undergraduates must have a 2.5 or higher cumulative GPA **and** have completed at least 24 credit hours in residence at the University of Houston by conclusion of the Fall 2012 semester.
2. Graduate students must have completed one semester at the University of Houston by Fall 2012.
3. Available to work during scheduled New Student Conferences and trainings during Spring and Summer of 2013.

Job Duties

COACH members will be responsible for the following:

- Communicate University of Houston academic policies and standards to new students.
- Introduce the Academic Planner to new students and assist students with module functionality.
- Communicate information regarding major and minors options to new students.
- Communicate information regarding course pre-requisites to new students.
- Communicate faculty expectations to new students.
- Assist with Academic College's preparation prior to New Student Conferences.
- Assist with communication between Academic College and new students prior to New Student Conferences.
- Assist with class registration at New Student Conferences.

Time Commitment

- Mandatory training sessions: Every Friday beginning February 1, 2013 and running through May 18, 2013.
- Part-time: April 19, May 31-July 3, August 15, 16 & 19 (approximately 30 hours per week).
- Selected times during Summer 2013 New Student Conferences
- Approximately 8 hours per week during the Spring 2013 semester.

UNIVERSITY of HOUSTON

NEW STUDENT CONFERENCES

2012- 2013 Orientation COACH Application

(Please type or print all responses)

All Applications Due – Friday, January 25, 2013 at the Welcome Center Counter. At the time of submission, you will be asked to sign up for an individual interview on January 28-31, 2013.

Personal Data

Name: _____
Last First MI

PeopleSoft#: _____ Male: _____ Female: _____

Cell Phone: _____ Current Email: _____

Languages spoken fluently: _____

Educational Information

Present UH Classification: Freshman Sophomore Junior Senior

Graduate Student: Yes No

Academic College: _____ Major: _____

Current UH GPA: _____

Current Number of Hours Completed at the University of Houston: _____

Recommendations

Attached are two forms for two recommendations. Please have the two filled out and returned to complete your application packet. At least one recommendation must be from a University of Houston faculty or staff member and neither recommendation can be from another student.

Work Experience

Please describe your five most recent professional experiences:

Position	Time Period	Description

Mandatory Dates

If selected for COACH, you will be expected to attend events and trainings on the below dates

- Mandatory training sessions: Every Friday beginning February 1, 2013 and running through May 18, 2013.
- Part-time: April 19, May 31-July 3, August 15, 16 & 19 (approximately 20 hours per week).
- Selected times during Summer 2013 New Student Conferences
- Approximately 8 hours per week during the Spring 2013 semester

Instructions for Application Submission

*The following materials must be submitted by **5:00 p.m. on Friday, January 25, 2013 at the Welcome Center Counter.***

1. Completed Application
2. Attached Resume
3. Two letters of Recommendation
4. Unofficial transcript

****Incomplete applications and unsigned applications
will not be reviewed***

I certify that the above information is accurate to the best of my knowledge. You have my permission to verify my grade point average and disciplinary standing.

Signature of Applicant: _____ Date: _____

*****EQUAL OPPORTUNITY POLICY*** *It is the policy of the University of Houston that all applications shall receive equal opportunity for employment and that during employment shall be treated equally in all respects regardless of race, color, religion, sex, age, national origin, handicap or veteran status.*

UNIVERSITY of HOUSTON

NEW STUDENT CONFERENCES

Recommendation Form

Return to the Office of Admissions- New Student Conferences, Mail Code 2023

Deadline: Friday, January 25, 2013

Name of Applicant: _____

The above-named student is applying for a position as an Orientation COACH for 2012-2013. Due to the responsible nature of this position, leadership ability, mature judgment, and strong communication skills are necessary qualities for a successful candidate. It is also desired that the candidate be team oriented, enthusiastic, and dedicated. Please be candid in your appraisal of this applicant. This recommendation is considered confidential.

I. Indicate your judgment of the applicant's ability in the following areas:

	Unable to Evaluate	Outstanding	Very Good	Average	Below Average
1. Multicultural Sensitivity					
2. Leadership					
3. Approachability					
4. Communication Skills					
5. Self-Confidence					
6. Maturity					
7. Self-Motivation					
8. Works Well in Groups					
9. Dedication					

II. Please provide any additional comments you would like to make in reference to the applicant's overall potential success in this program.

III. Please indicate your overall endorsement of the applicant:

_____ Highly Recommended _____ Recommended _____ Recommended with Reservations

Name: _____ Title: _____

Email Address: _____ Telephone: _____

On behalf of New Student Conferences, thank you for your assistance in the selection process for the 2012-2013 Orientation COACH staff.

**Please return to Office of Admissions - New Student Conferences, Mail Code 2023 by
Friday, January 25, 2013**

UNIVERSITY of HOUSTON

NEW STUDENT CONFERENCES

Recommendation Form

Return to the Office of Admissions- New Student Conferences, Mail Code 2023

Deadline: Friday, January 25, 2013

Name of Applicant: _____

The above-named student is applying for a position as an Orientation COACH for 2012-2013. Due to the responsible nature of this position, leadership ability, mature judgment, and strong communication skills are necessary qualities for a successful candidate. It is also desired that the candidate be team oriented, enthusiastic, and dedicated. Please be candid in your appraisal of this applicant. This recommendation is considered confidential.

I. Indicate your judgment of the applicant's ability in the following areas:

	Unable to Evaluate	Outstanding	Very Good	Average	Below Average
1. Multicultural Sensitivity					
2. Leadership					
3. Approachability					
4. Communication Skills					
5. Self-Confidence					
6. Maturity					
7. Self-Motivation					
8. Works Well in Groups					
9. Dedication					

II. Please provide any additional comments you would like to make in reference to the applicant's overall potential success in this program.

III. Please indicate your overall endorsement of the applicant:

_____ Highly Recommended _____ Recommended _____ Recommended with Reservations

Name: _____ Title: _____

Email Address: _____ Telephone: _____

On behalf of New Student Conferences, thank you for your assistance in the selection process for the 2012-2013 Orientation COACH staff.

**Please return to Office of Admissions - New Student Conferences, Mail Code 2023 by
Friday, January 25, 2013**