

UNIVERSITY of HOUSTON

NEW STUDENT CONFERENCES

2012- 2013 Orientation Team Leader Application

(Please type or print all responses)

The application deadline is Wednesday, November 7, 2012 at the Welcome Center Counter. At the time of submission, you will be asked to sign up for an individual interview on Monday, November 12 or Tuesday, November 13.

Personal Data

Name: _____
Last First MI

myUH ID: _____ Male: _____ Female: _____

Cell Phone: _____ Current Email: _____

Languages spoken fluently: _____

Educational Information

Present UH Classification: Freshman Sophomore Junior Senior

Transfer Student? No Yes If so, from where? _____

Major: _____ Present UH GPA: _____

Projected Graduation Date: _____

* Returning Orientation Team Leaders:

If you are a returning Orientation Team Leader would you be interested in being a family leader? A family leader is responsible for a small group of Orientation Team Leaders. Your role is to help Orientation Team Leaders connect, build relationships and help new members become more acquainted with orientation. Other roles and responsibilities also will be given to these leaders to help gain more leadership experience.

Yes _____ No _____

Recommendations

Attached are forms for two recommendations. Please have the two recommendations 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.

Application Instructions

Please use a separate piece of paper to provide the selection committee with your responses to the following questions.

New applicants (you have not been a part of O-Team in the past):

1. What do you expect to gain from being an Orientation Team Leader?
2. What are two main characteristics/qualities you think an Orientation Team Leader should possess and why?
3. What were the issues that you faced in your transition to college that you think most new students face?

Returning O-Team applicants (you have been a part of O-Team in the past):

1. What is your motivation for wanting to reapply to be a part of O-Team?
2. As an O-Team Leader, what do you believe was your greatest contribution to orientation and why?
3. Knowing the time and energy that being a part of O-Team takes, how do you plan on continuing to be excited and motivated through the summer?

Mandatory Dates

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

1. *O-Team Retreat – January 25-27, 2013*
2. *O-Team Training – 3:00–5:00pm Friday afternoons of the Spring Semester*
3. *ITW (Intensive Training Week) – May 15-17, 2013*
4. *Conference dates (O-Team leaders will be required to stay on campus during conferences):*
 - a. *April 19*
 - b. *May 20, 22, 30- 31*
 - c. *June 3, 6-7, 10, 13-14, 17, 20-21, 24, 27-28*
 - d. *July 8, 11-12, 15, 18-19, 22, 25-26, 29*
 - e. *August 15, 16, 19, 20*

Instructions for Application Submission

The following materials must be submitted by 5:00 p.m. on Wednesday, November 7, 2012 to the Welcome Center front desk.

1. *Completed application and questions*
2. *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: Wednesday, November 7, 2012

Name of Applicant: _____

The above-named student is applying for a position as a New Student Orientation Leader for 2012-2013. Due to the responsible nature of this position, leadership ability, mature judgment, and self-confidence are necessary qualities for a successful candidate. It is also desired that the candidate be open-minded, 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. Oral 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 New Student Orientation Team.

**Please return to Office of Admissions - New Student Conferences, Mail Code 2023
by Wednesday, November 7, 2012**

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