

★ Orientation Assistant Application ★ ★ Summer 2009 ★

Advisement and Transition ★ Memorial Library, A-III ★ 753-4726

General Information

Name: _____ CID #: _____
(first) (last)

E-Mail: _____

Campus/Local Address: _____

Campus/Local Phone Number: _____

Home (or summer) Address: _____
(street)

_____ (city) (state) (zip code)

Home (or summer) Phone Number: _____

Major: _____ Minor: _____

Class Year in Fall 2009: _____ Cumulative GPA: _____

Are you a transfer student? _____ If yes, transferred from: _____

Please list any clubs, organizations, jobs, or activities you have been involved with outside of the classroom as a SUNY Cortland student:

Recommendations

Please list the names and titles of two faculty or professional staff members (not undergraduate students) who will be submitting recommendation forms regarding your qualifications for this position. Please provide these individuals with the attached recommendation forms and inform them of the March 6, 2009 application deadline.

Name: _____ Title: _____

Phone: _____ Relationship to you: _____

Name: _____ Title: _____

Phone: _____ Relationship to you: _____

(over)

Thoughts and Opinions

Answer the following questions and attach your typed responses to this application form:

1. What interests you about being an Orientation Assistant (OA)?
2. What was your most significant experience (positive or negative) as a new student at SUNY Cortland? What did you learn from that experience and how would you relate that to new students and their family members?
3. In your opinion, what is the most important role or responsibility an OA should have in working with new students and their families?
4. What leadership and organizational skills do you possess? How do these skills relate to the OA position?
5. Describe an experience you have had in relating with people who may be different from you (differences could include cultural, racial/ethnic, age, beliefs, etc.).
6. What does teamwork mean to you and how have you been able to work successfully in a team environment?

Verification of Information

I have read and understand the Orientation Assistant position description and responsibilities. I further understand that I may not enroll in the second summer school session or schedule any other employment during June 24th – July 25th 2009. I affirm that the information which I have provided on this application form and all other application materials for the position of Orientation Assistant are complete, accurate, and true to the best of my knowledge. I give the Advisement and Transition office permission to check my academic and disciplinary standing.

Signature: _____

Date: _____

How did you hear about this position? (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Table Tent in Campus Dining Hall | <input type="checkbox"/> Poster/Flyer |
| <input type="checkbox"/> Nomination letter in the mail | <input type="checkbox"/> Referred by a former OA _____ (name) |
| <input type="checkbox"/> Campus E-mail | <input type="checkbox"/> Other _____ |

My preferred T-shirt size is: S M L XL XXL (NOTE: This question is not used for staff selection purposes)
Shirt sizes indicated are for male shirts.

**This application packet should be returned to
Advisement and Transition in Memorial Library by
Friday, March 6, 2009 at 4:30 pm.**

Questions? Please contact:
Abby Thomas, Associate Director
Advisement and Transition
Phone: 753-4726 Email: abby.thomas@cortland.edu