2014-2015

UC Blue Ash
Student Orientation Coordinator (SOC) Application

Application Deadline: Monday, October 20, 2014 (5:00pm)
UC Blue Ash Student Orientation Coordinator (SOC) Position

Five candidates will be selected to serve in the UC Blue Ash Student Orientation Coordinator (SOC) team. The SOCs will work closely with the Student Life office to plan and implement the Student Orientation Leaders (SOL) program, orientation program, and convocation program. The SOCs will serve as peer consultants for SOLs; they will assist with promotion, selection and hiring of SOLs. They will also develop and facilitate components of SOL training. During the summer, SOCs will co-supervise the work of SOLs by shadowing campus tours and small group facilitations, aiding in the academic advising labs, and providing constructive feedback to improve SOL performance.

Student Orientation Coordinators (SOCs) will perform as orientation para-professionals throughout the summer. As SOCs come prepared with experience in the program, they will hold a leadership role on the team. The SOC team will assist in creating and coordinating the orientation and convocation programs. They will collaborate with the Student Life professional staff in developing the program agenda, content, and structure for each of these programs. The team will communicate with various campus partners, participate in committee meetings, and develop components of the orientation program. They will assist in designing and presenting information to new students and their guests during the summer programs. Specific components managed by the SOC team will include:

- Orientation Communication Plan
- Welcome Session
- Campus Tour
- Peer Group Experience
- Academic Advising
- Family Program
- Convocation Program Agenda

SOC RESPONSIBILITIES

Office Hours and Weekly Meetings: Commit to 10 standard hours per week between January-May as determined by your availability. Included in these office hours will be weekly meetings with the professional staff and SOC team, reviewing SOL applications, email and phone response for participants, developing orientation and SOL program elements, meeting with campus constituents for planning.

SOL Selection: Must be available for SOL interview sessions and selection meetings (see dates below); will then inform SOLs of their application status.

NODA Regional Conference: SOCs will be required to attend a pre-conference training session (in February/March based on availability) as well as the NODA Region 7 Conference at Oakland University in Auburn Hills, MI on March 13-15, 2015 (http://www.nodaweb.org/?page=region_7_conference).

SOL Training: Attend all training sessions in April and May. Facilitate components of training. Engage with teammates and campus partners during training session.

Orientation: Must be available for all orientation sessions; we can accommodate some exceptions should you have pre-determined commitments during a few (1-2) orientation sessions. During each orientation session, SOCs will provide support during set-up, check-in, advising and registration, and the family program. SOLs will also lead campus tours, facilitate small group discussions, and direct large groups.

Convocation: With support from the professional staff, the SOC team will be charged with developing and facilitating SOL training for Convocation. The SOC team will also develop the program agenda, participant advertisement and recruitment, as well as communication about the program.
**BENEFITS**
- Hourly wage during office hours, training, orientation, and convocation programs
- Advanced leadership and team-building experience
- Eligible to apply to the Student Ambassador Program (one-year scholarship for tuition & fees)
- Opportunity to work with and learn from UCBA staff and faculty
- All-expense paid trip to the NODA Region 7 conference at Oakland University in Auburn Hills, MI

**SOC POSITION CRITERIA**
- Experience as Student Orientation Leader
- Enthusiastic and knowledgeable about UC Blue Ash College
- Friendly and engaging with students and their families; able to make positive first impression
- Model of inclusivity for new students and teammates
- Dedicated to team and responsible for committing necessary time
- Comfortable taking leadership position on campus

**APPLICATION REQUIREMENTS**
- Attend pre-training events (meeting and conference)
- Attend all SOL training sessions
- Available for all orientation sessions
- Available for convocation training and convocation program
- Successfully complete SOL program in past
- GPA of at least 3.0
- Completed application
- Response to short-answer questions
- One letter of recommendation (cannot be from the Student Life office)

**SOC APPLICATION AND INTERVIEW PROCESS**
- Application due: Monday, October 20 at NOON
- Application review: October 20-24
- Interviews: October 27-November 7
- Decision: November 14
- Begin position: January 12
UCBA STUDENT ORIENTATION COORDINATOR • AVAILABILITY

IMPORTANT NOTE: SOCs must be available during all SOL selection, training, orientation and convocation dates in order to apply for the position. Please do not submit an application unless you are able to commit to these date requirements. Contact Sarah Meagher (513.936.1565 or sarah.meagher@uc.edu) if you have questions or concerns about any of these dates.

OFFICE HOURS:
• Commit to 10 hours per week between January and May
  o Weekly meetings with Orientation Coordinator
  o SOL Application Review
  o Preparation/Office Hours
• All office hours and weekly meetings will be determined based on the hired SOCs’ availability; must have majority of office hours between 8am-6pm Monday-Friday

STUDENT ORIENTATION LEADER SELECTION:
• Review SOL Applications (15+ hours); Applications due January 26
• Attend 5 group interview sessions (2 hours each) between February 9-13
• Attend 3 individual interview sessions (2.5 hours each) between February 22-27
• Attend all three selection meetings (approx. 2 hours each) February 3, February 13, & February 27
• Assist in coordinating interview schedule

NODA REGION 7 CONFERENCE (Oakland University – Auburn Hills, MI)
• March 13-15, 2015

STUDENT ORIENTATION LEADER TRAINING:
• Wednesday, March 25 – 5-8pm
• Wednesday, April 1 – 5-8pm
• Wednesday, April 8 – 5-8pm
• Wednesday, April 15 – 5-8pm
• Tuesday, May 5 – 10am-4pm
• Wednesday, May 6 – 10am-4pm

ORIENTATION:
• You must be available for majority of the summer-start, transfer and new student orientation sessions
• Approximately 20 Orientation Session between April- August (dates to be determined by January)

CONVOCATION:
• Training: Friday, August 14 from 10:00am-4:00pm
• Convocation: Wednesday, August 19 from 8:00am-4:00pm
Applications are due by 12:00pm on Monday, October 20, 2014. You can access the application online at http://www.ucblueash.edu/students/leadership.html under the “Orientation Coordinators” position. Please type your responses to the following Short-Answer questions and upload them with your application.

SHORT ANSWER QUESTIONS
Please answer all of the following questions in 7-10 sentences each.

1. What has been the most influential experience for you at UC Blue Ash?
2. Describe your supervisory style. How do you anticipate you could successfully supervise your peers?
3. What is one thing you wish you would have known about being a SOL before orientation began?
4. Read the UC Blue Ash Orientation mission statement below. Does this accurately describe the program – why or why not? How might you enhance the mission statement?

**UC Blue Ash Orientation Mission Statement**
Our top priority is to support you in a successful academic and social transition to the UC Blue Ash community. The purpose of orientation is to introduce new students and their families to the quality academics, resources and community fostered at UC Blue Ash. Orientation is the catalyst to support your transition to our institution by preparing you for the academic rigor, personal responsibilities, and intellectual, cultural and social climate of our campus.

UCBA encourages diversity and inclusion and complies fully with UC policy on non-discrimination.

**WAIVER OF RIGHT TO ACCESS:** I hereby voluntarily waive all rights of access to the contents of this application for the position noted above (academic data, recommendations, etc.) as conferred by the Family and Educational Rights and Privacy Act of 1974, as amended.