

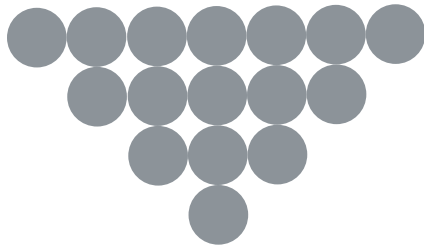
# Orientation Leader Package

## Orientation Leader (OL):

As an OL working with first year students, you provide leadership to new students, interact with family members, build relationships with College Faculty and Staff and are a part of making an impact on incoming classes all while developing your leadership skills within a team environment. The OL serves as a leader, supporter, facilitator and mentor to all new students in an effort to provide a seamless transition to MDC. As a team of 15 people, we provide high-quality education, support and transition resources to nearly 4,000 first year students.



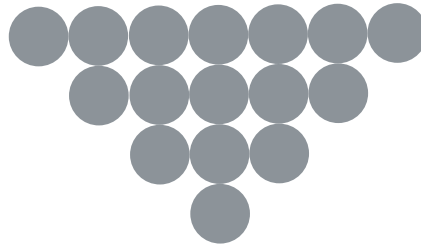
Thank you for your interest in becoming an Orientation Leader. The OL position is a highly regarded leadership position on campus, and we look forward to getting to know you better. Please read the OL Package carefully and review all of the requirements before applying for this opportunity.



**Attend one of the Friday  
Orientation Leader  
Information Sessions:**

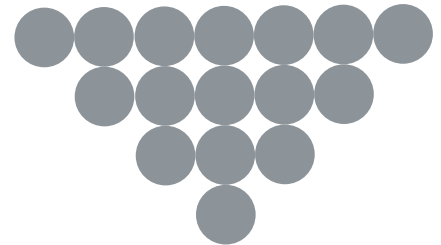
January 18, 2019 at 12 p.m.  
January 25, 2019 at 10 a.m.  
February 1, 2019 at 1 p.m.  
February 8, 2019 at 2 p.m.

## Requirements to Apply



**Submit Application, Resume,  
and Recommendation Letters  
by the Application Deadline:**

Friday, February 15, 2019



**Attend the Orientation  
Leader Group Interview:**

Friday, February 22, 2019  
12 p.m. – 3 p.m.

## Responsibilities/Commitments

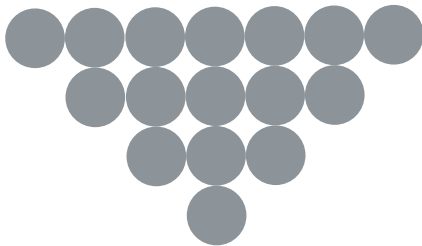
Attend all Mandatory Trainings and Orientation Sessions. Failure to complete all duties may affect your benefits and possibly lead to your removal of position.

**Training will take place on the Friday's  
from 12 p.m. – 4 p.m. listed below:**

March 1, 2019  
March 8, 2019  
March 15- Sunday, March 17, 2019 (NODA Region VI Conference)  
March 22, 2019  
March 29, 2019  
April 5, 2019  
May 25, 2019

OLs must be available to work various orientations from **April 8–June 6** evening

Beginning June 7th the Orientation schedule changes and is offered various days of the week from **June 7–August 23** from 7:45 am–3:00 pm.  
\*OLs must be available M/W/F OR T/R and the occasional Saturday. You will be on a rotating schedule so please choose your summer classes appropriately.



## Benefits

OLs receive a Service Grant, which is money that gets applied to your student account. To be eligible to receive payment you must be:

- In good academic standing
- A degree seeking student for the entirety of the orientation dates
- Registered in 6 credits for the Spring 2019 and Summer 2019 semester

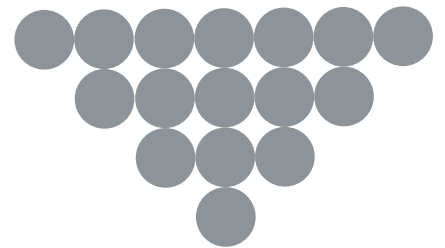
Service Grant will be *issued at the end of each term upon successful completion of responsibilities.*

- Service Grants total: \$700

Additionally you will receive:

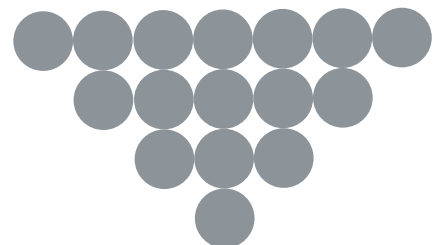
- An OL Jersey
- Lunch at all of the Training and Orientation Sessions
- MDC Backpack
- MDC Refillable Water Bottle
- Letter of Recommendation
- Digital Badges in: Leadership, Communication, Collaboration, and Public Speaking

**Note: The OL is responsible for providing solid black bottoms and closed-toe shoes as part of the uniform.**



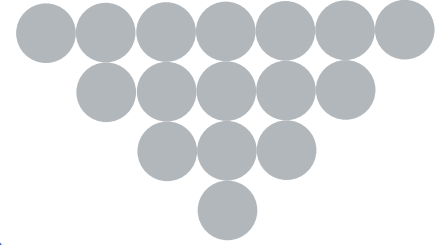
## Qualifications

- Be in good academic and disciplinary standing
- Have a minimum 2.5 GPA
- 6 Credit Hour Enrollment for Spring 2019 and Summer 2019
- Ability to multi-task
- Strong communication skills
- Positive attitude
- Be a positive role model and Peer Mentor
- Customer relations skills
- Ability to work with a variety of audiences
- Dependable, flexible, and responsible
- Ability to withstand hot temperatures for long periods of time





# ORIENTATION LEADER APPLICATION



Submit application in person to Student Life, Building 100. Applications will be accepted in person only.  
**DUE DATE: Friday, February 15, 2019.**

————— **PLEASE ATTACH A COPY OF YOUR RESUME** —————

Applicants will be asked to sign up for the Group Interview at the time that the application is submitted.  
The Group Interview will be held Friday, February 22, 2019 (R402/403).

Name \_\_\_\_\_ MDC ID \_\_\_\_\_

Email \_\_\_\_\_@mymdc.net T-Shirt Size \_\_\_\_\_

Phone # \_\_\_\_\_ Major \_\_\_\_\_

Number of Hours Currently Attempting \_\_\_\_\_ Total Hours Earned \_\_\_\_\_

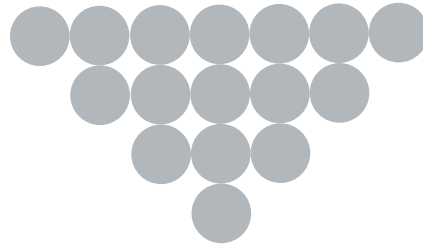
Cumulative GPA \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_

If selected would you be available to attend the (all expenses paid) Region VI NODA Conference in South Carolina from Friday March 15, 2019- Sunday March 17, 2019?  **Yes, definitely**  **No, I am not able**

On a separate sheet of paper, please type your answers to the following questions and statements below. Each response should not be less than 75 words or more than 200 words in length.

1. Why do you want to be an Orientation Leader and what do you hope to accomplish in this role?
2. Discuss what you think a Peer Mentor is and how an OL can be a mentor.
3. Please list any experiences and skills you believe make you a good candidate for this role.
4. If you had to give one piece of advice to an entering freshman student – What would it be?
5. What is your TOP REASON why a new student should be excited about coming to MDC?

# ORIENTATION LEADER RECOMMENDATION



Submit recommendation letter in a sealed envelope to Student Life, Building 100.  
**DUE DATE: Friday, February 15, 2019**

**RECOMMENDER:** The individual requesting this recommendation is an applicant for an Orientation Leader position with the office of Student Development and Campus Activities. The Orientation Leader is responsible for fostering a community atmosphere for first year undergraduate students while introducing opportunities of academic and campus life at Miami Dade College throughout the summer 2019 Orientation program. The individual will also be expected to serve as a role model for students throughout the program. Orientation Leaders are responsible for administrative tasks and communicating information about campus events, policies, etc.

Applicant's Information \_\_\_\_\_

Name of the Applicant \_\_\_\_\_

Recommender's Information \_\_\_\_\_

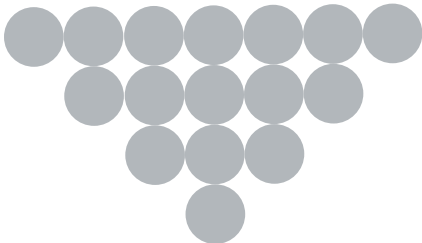
Name of Recommender \_\_\_\_\_

Position or Title \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

How long and in what capacity have you known the applicant? \_\_\_\_\_



Please type-in or attach a reference letter pertaining to this applicant's ability or potential to fulfill the following areas of responsibility:

Ethical Decision Making and Role Modeling Ability – The individual models positive behavior has a clear understanding of and can clarify reasons for policies and procedures, does not abuse privilege of position.

Organizational and Administrative Skills – The individual submits all paperwork on time, pro-actively follows up with issues, ensures a quick response to issues and concerns, is consistently early and actively engaged for all work.

Leadership Development and Community Development Skills – The individual works collaboratively and has an understanding of leadership, has potential to create an environment that supports student development and to cultivate a strong sense of belonging and pride in the University.

Any specific and additional attribute you would like to mention about the applicant. What is your overall recommendation?

Highly Recommend

Recommend

Do Not Recommend

Recommender's Signature: \_\_\_\_\_ Date: \_\_\_\_\_