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## UIC STUDENT DEVELOPMENT SERVICES (SDS) Student Orientation Leader Application (SOL)

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**INTRODUCTION** This is an application for the Student Orientation Leader (SOL) position at the University of Illinois at Chicago. All information should be completed and submitted to Deonte Rogers in Student Development Services (SDS) Suite 1600 SSB, before receiving an interview.

Inquiries regarding the selection process should be directed to Matt Sanders, Senior Student Orientation Leader, at 312-355-0228 or [mssande2@uic.edu](mailto:mssande2@uic.edu).

**APPLICATION** **Deadline: Wednesday, November 16, 2016 at 5:00 pm**

**TO APPLY**

Candidates must submit a(n):

- Electronic copy of their resume (email to [mssande2@uic.edu](mailto:mssande2@uic.edu) )
- SDS Student Employment Application

Additionally candidates must

- Schedule and interview with the Orientation staff [see “Interviews” to prepare]

**SELECTION  
CRITERIA**

Current undergraduate students who will continue in Fall 2017.

Preferred minimum 2.5 GPA (4.0 scale).

Past involvement with the Orientation Program not to exceed two years.

Commitment to the contract period of May 11, 2017 – January, 2018.

Must live in residence hall during the summer program: May, June, and July.

Demonstrates support of the University and Orientation’s mission and policies.

Leadership and/or involvement experience (UIC and community).

Positive attitude and public presence; knowledge of UIC and student life.

Preference given to those with flexible summer hours. Outside employment and classes are not allowed during the hours of 7:00 am-11:00 pm, Monday-Friday during the summer.

**TIMELINE**

**Round #1**

November 7<sup>th</sup>: Application Available

November 16<sup>th</sup>: Final Application Deadline

November 17<sup>th</sup> – 23<sup>th</sup>: Candidate interviews

November 30<sup>th</sup>: References Due

**Round #2**

January 16<sup>th</sup>: Applications available

January 25<sup>th</sup>: Final Application Deadline

January 30<sup>th</sup> – Feb. 3<sup>rd</sup>: Candidate interviews

February 8: References due

**All**

February 11<sup>th</sup>: Final Workshop

February 14<sup>th</sup>: Candidates notified of selection

February 17<sup>th</sup>: Position acceptance due

March 31<sup>st</sup> – April 2<sup>nd</sup>: Orientation Staff Retreat in Woodstock, IL

May 10<sup>th</sup> - August 23<sup>rd</sup>: Training and Summer Orientation

August 27<sup>th</sup> – Convocation

Date TBA – Open House

**JOB CONTRACT**

Notification Letters will be available February 14<sup>th</sup>, 2017.

You must accept or decline your position by February 17<sup>th</sup>, 2017.

All staff must attend the Orientation Leader Retreat on March 31<sup>st</sup> –April 2<sup>nd</sup>, 2017 in Woodstock, IL.

The Student Orientation Leader contract officially begins Monday, May 11, 2017 and concludes January 2018.

Leaders will have an opportunity to work the Spring 2018 Orientation Program.

## **INTERVIEWS**

Each applicant will interview with a member of the Orientation Selection Committee to be considered an eligible candidate.

Upon submission of your completed application, you will sign-up for an interview time at the Student Development Services (SDS) front desk. The interview will last approximately 40 minutes in the SDS office in SSB 1600.

**Also, each candidate is required to prepare a 5-10 minute presentation.**

**Topic: Something you are passionate about.**

## **SUMMER ORIENTATION**

Student Orientation Leaders will administer the day-to-day activity of summer orientation. Student Orientation Leaders have the responsibility of welcoming new students and their guests to the University as well as mentoring new staff. UIC Orientation is conducted through 14 first-year/parent and 12 transfer/parent programs.

## **COMPENSATION**

During the training period (May 11, 2017 – May 23, 2017). Student Orientation Leaders will receive on-campus housing and 300 Dragon Dollars for the summer. Student Orientation Leaders will receive \$9.50/hr. Based on total hours worked, SOLs can earn up to \$2,000 gross salary. SOLs are required to live on-campus during the summer program (May 11, 2017 - July 30, 2017), maintain order in the residence hall, and enforce Campus Housing, University, and orientation policies. Orientation Leaders will be housed in a shared double room in Commons West as a part of their compensation. SOLs that work during Spring Orientation will also be paid at \$9.50/hour, but no housing will be provided.

## **QUESTIONS**

Contact Matt Sanders at (312) 355-0228 email [mssande2@uic.edu](mailto:mssande2@uic.edu), or visit Suite 1600 Student Services Building.

UIC STUDENT DEVELOPMENT SERVICES

Positions Application

INSTRUCTIONS: Please print or type all information clearly and legibly. Completed applications must be submitted in person to Student Development Services at Suite 1600 Student Services Building. For efficient communication, you are asked to have an active e-mail account in which to receive additional information throughout the process. Lastly, please submit an electronic copy of your resume.

Position you are applying for:

General Office Aid Orientation Reservationist Graduate Assistant Student Orientation Leader Budget Assistant

PERSONAL DATA

Name: Last (Family) First Middle University Identification No. (blue I-card number): Local Phone: Permanent Phone: E-mail:

Permanent Address: Number and Street City, State Country Zip Code

Local Address: Number and Street City, State Country Zip Code

Class (Sophomore, Junior, etc.): Academic College:

Major/Minor:

Are you eligible for Federal Work Study? Anticipated Graduation Date:

Other Non-UIC Colleges/Schools Attended (please include dates):

Are you authorized to work in the United States of America? Y / N

Country of Citizenship Permanent Resident No.

Please note: If hired, documentation and a valid Social Security Number will be needed. (a list of acceptable documentation will be provided)

EMPLOYMENT EXPERIENCE

If previous employer was a UIC department please provide department name, contact person and phone number.

Are you currently employed? \_\_\_\_\_ If so, how many hours per week? \_\_\_\_\_

Employer: \_\_\_\_\_

Name and Title

Company (Department Name if UIC)

Address: \_\_\_\_\_

Number and Street

City, State

Zip Code

Phone: \_\_\_\_\_ Duties: \_\_\_\_\_

Have you ever worked for a UIC department through Student Employment? \_\_\_\_\_

*If previous employer was a UIC department please provide department name, contact person and phone number.*

Department Name \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

### **EXTRACURRICULAR ACTIVITIES**

Please list any student organizations and activities, honor societies, community services or volunteer experiences with which you have been involved through the present time and describe your level of participation. (Use an additional sheet, if necessary).

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### **PERSONAL STATEMENT**

Why do you want to work for Student Development Services? (Use an additional sheet, if necessary).

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Please describe one leadership opportunity you've had that prepared you for a position with Student Development Services. (Use an additional sheet if necessary).

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**REFERENCES**

Check one of the waiver lines and sign each of the reference forms. Deliver one of your reference forms to a non-relative who knows you well enough to write of your skills, abilities and experiences. **A UIC faculty/staff member must complete the other reference form; references from undergraduate students will not be accepted.** Please have your references submit their recommendations directly to Student Development Services, 1200 West Harrison, Suite 1600 Student Services Building, M/C 320, Chicago, IL 60607, FAX 312-996-3101. ***If you choose to hand-deliver your letters with your completed application, please instruct your reference to place said form into a marked envelope, seal it, and sign across the seal.*** Below, list your references' name and telephone number.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*All information is true and accurate and I give Student Development Services permission to verify my records for academic, disciplinary standing, and enrollment status at the University of Illinois at Chicago.*

Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

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# UIC STUDENT DEVELOPMENT SERVICES (SDS)

## Reference #1

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The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's personal inspection. The law also permits students to sign a waiver relinquishing their right to inspect letters of recommendation.

\_\_\_\_\_ I hereby waive my right of access to this reference.

\_\_\_\_\_ I hereby do not waive my right of access to this reference.

Applicant's Signature: \_\_\_\_\_

### FOR REFERENCE

Name of Applicant: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Reference Office/Department: \_\_\_\_\_

Position of Reference: \_\_\_\_\_

Address: \_\_\_\_\_

Number and Street \_\_\_\_\_ City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ How long have you known the applicant? \_\_\_\_\_

Relationship to the Applicant: \_\_\_\_\_

Please rate the student on the following by indicating the extent to which you agree with the descriptive statement.

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DO NOT KNOW
Is approachable and friendly.	_____	_____	_____	_____	_____
Is capable of presenting a neat and professional appearance.	_____	_____	_____	_____	_____
Could be expected to adapt quickly to new and unexpected situations.	_____	_____	_____	_____	_____

Expresses ideas clearly and concisely.

\_\_\_\_\_

Demonstrates effective customer-service skills.

\_\_\_\_\_

Demonstrates good judgment when faced with a problem.

\_\_\_\_\_

Could be depended upon to make all engagements on time.

\_\_\_\_\_

Could be expected to assess the needs of a situation and act without direction.

\_\_\_\_\_

COMMENTS: (Feel free to use an additional sheet, if necessary).

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Reference Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return this reference by **November 30, 2016** to: Matt Sanders ([mssande2@uic.edu](mailto:mssande2@uic.edu))

University of Illinois at Chicago Suite 1600 Student Services Building (M/C 320) 1200 West Harrison Street Chicago, IL 60607-7163 PHONE: (312) 355-0228 | FAX: (312) 996-3101 | E-MAIL: droger7@uic.edu *It is permissible to mail or e-mail this reference form.*

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# UIC STUDENT DEVELOPMENT SERVICES (SDS)

## Reference #2

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The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's personal inspection. The law also permits students to sign a waiver relinquishing their right to inspect letters of recommendation.

\_\_\_\_\_ I hereby waive my right of access to this reference.

\_\_\_\_\_ I hereby do not waive my right of access to this reference.

Applicant's Signature: \_\_\_\_\_

### FOR REFERENCE

Name of Applicant: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Reference Office/Department: \_\_\_\_\_

Position of Reference: \_\_\_\_\_

Address: \_\_\_\_\_

Number and Street \_\_\_\_\_ City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ How long have you known the applicant? \_\_\_\_\_

Relationship to the Applicant: \_\_\_\_\_

Please rate the student on the following by indicating the extent to which you agree with the descriptive statement.

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DO NOT KNOW
Is approachable and friendly.	_____	_____	_____	_____	_____
Is capable of presenting a neat and professional appearance.	_____	_____	_____	_____	_____
Could be expected to adapt quickly to new and unexpected situations.	_____	_____	_____	_____	_____



Expresses ideas clearly and concisely.	_____	_____	_____	_____	_____
Demonstrates effective customer-service skills.	_____	_____	_____	_____	_____
Demonstrates good judgment when faced with a problem.	_____	_____	_____	_____	_____
Could be depended upon to make all engagements on time.	_____	_____	_____	_____	_____
Could be expected to assess the needs of a situation and act without direction.	_____	_____	_____	_____	_____

COMMENTS: (Feel free to use an additional sheet, if necessary).

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Reference Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return this reference by **November 30, 2016** to: **Matt Sanders**([mssande2@uic.edu](mailto:mssande2@uic.edu))

University of Illinois at Chicago □ Suite 1600 Student Services Building (M/C 320) □ 1200 West Harrison Street □ Chicago, IL 60607-7163 □ PHONE: (312) 355-0228 | FAX: (312) 996-3101 | E-MAIL: droger7@uic.edu *It is permissible to mail, fax, or e-mail this reference form.*