INTRODUCTION

This is an application for the Student Orientation Leader (SOL) position at Student Development Services (SDS) at the University of Illinois at Chicago (UIC).

Inquiries regarding the selection process should be directed to UIC Orientation at 312.996.3271, orhelp@uic.edu or the office at the Student Services Building (SSB) Suite 1600.

APPLICATION

Deadline: Sunday, February 11th, 2018 at 11:59 pm.

Candidates must electronically submit these items to orhelp@uic.edu:

- SDS student employment application†
- Resume†

† = Only complete applications will be considered for an interview. This includes electronic copies of the SDS student employment application and your resume (please send these files as two separate attachments within one email).

REQUIREMENTS

All information requested in this application should be completed and submitted to UIC Orientation at orhelp@uic.edu before receiving an interview. Candidates must interview with the hiring committee. An electronic copy of your most recent resume should be submitted to orhelp@uic.edu. Applications without resumes will not be considered.

SELECTION CRITERIA

- Current undergraduate students who will continue in the fall semester of 2018.
- Preferred minimum cumulative 2.5 GPA on a 4.0 scale.
- Past employment with the Orientation Program not to exceed two years.
- Commitment to work the entire contract period. A signed contract will be required.
- Must live in residence hall during the summer program: May, June, July, and August if needed.
- Demonstrate support of the University and Orientation’s mission and policies.
- Leadership and/or involvement experience (UIC and/or community).
- Positive attitude and public presence, knowledge of UIC and student life.
- Outside employment and classes are not allowed during the hours of 7:00am-11:00pm, Monday-Friday during Summer Orientation.

TIMELINE

Wednesday, January 17th, 2018: Application available
Sunday, February 11th, 2018: Deadline for application submission
Monday, February 19th – Friday, March 2nd, 2018: Interview period
Saturday, March 10th, 2018: SOL final workshop
Monday, March 12th, 2018: Position notification
Tuesday, March 20th, 2018: Deadline for position offer response
The SOL contract commences on Saturday, May 12th, 2018 and concludes after 2019 UIC Spring Orientation Program. It is expected that staff will participate fully in the following commitments and as needed:

- Friday, March 30th – Sunday, April 1st, 2018: Staff retreat
- Thursdays, April 5th, April 12th, April 19th, & April 26th, 2018 from 5:00pm-7:00pm: CAN Training
- Saturday, April 14th, 2018: UIC IGNITE Day
- Saturday, May 12th – Tuesday, May 22nd, 2018: Staff training
- Sunday, August 25th, 2018: UIC Convocation
- Date TBA: Open House
- Monday, December 17th – Friday, December 21st, 2018; Monday, January 7th – Friday, January 11th, 2019: Spring Orientation Programs

‡ = Throughout the summer, SOLs will be expected to facilitate conversations with students around matters of interpersonal violence, including, but not limited to, sexual and domestic violence. Through these dialogues, students will discuss what perpetuates this type of violence, along with gathering information about what options are available for survivors on campus. There will be mandatory training sessions with UIC’s Women’s Leadership and Resource Center (WLRC) and Campus Advocacy Network (CAN), in which leaders will dedicate time to understanding the intricacies of these topics along with building skills to handle these conversations appropriately and sensitively.

Each applicant will interview with the hiring committee to be considered as an eligible candidate. Upon submission of your completed application, you will receive further instructions on how to sign up for an interview time slot. The interview will last approximately 50 minutes.

Within your interview slot, each candidate is required to deliver a 5-10 minute presentation. Topic: Something that you are passionate about.

Candidates are required to provide two (2) professional references. References from fellow students and peers are not acceptable. Please utilize attached reference forms.

-During the May training period, SOLs will receive on-campus housing.
- SOLs will receive 350 Dragon Dollars for the summer, accessed through your i-Card.
- SOLs will earn $10.00/hr.
- Based on total hours worked, SOLs can potentially earn a minimum of $2,300 gross salary.
- SOLs will be housed in a double room in Commons West (CMW) during summer programs as part of their compensation.

HIRED SOLs must consent to and pass a criminal background check.
HIRED SOLs must complete all Student Employment hiring paperwork, including required I-9 documents.
HIRED SOLs must possess a valid and functional i-Card in order to participate in the Kronos payroll system and to be paid.

SOLs will administer the day-to-day activity of the Orientation Program. SOLs have the responsibility of welcoming new students and their guests to the University. UIC Orientation is conducted through 14 first-year and 12 transfer programs.

If questions persist or for more information, please contact UIC Orientation at 312.996.3271 or by email at orhelp@uic.edu.
The Family Educational Rights and Privacy Act of 1974 (FERPA) 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 _________________________________________________________________________________________

Phone __________________________________________________________________________________________

How long have you known the reference? _____________________________________________________________

Relationship to the applicant _________________________

Comments (feel free to use additional sheet, if necessary):

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Date ________________________________________________________________________

Please complete and return this reference to UIC Orientation at orhelp@uic.edu by Friday, March 2nd, 2018.

University of Illinois at Chicago, Suite 1600, Student Services Building (M/C 320)
1200 West Harrison Street, Chicago, IL 60607-7163
Phone 312.996.3271 | Fax 312.996.3101 | Email orhelp@uic.edu

*It is permissible to mail or email this reference form.*
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1200 West Harrison Street, Chicago, IL 60607-7163
Phone 312.996.3271 | Fax 312.996.3101 | Email orhelp@uic.edu

It is permissible to mail or email this reference form.
INSTRUCTIONS: Please print or type all information clearly and legibly. Completed applications must be submitted electronically to orhelp@uic.edu. 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 Aide
- Orientation Reservationist
- Graduate Assistant
- Orientation Leader
- Senior Orientation Leader
- Business Associate
- General Office Aide

PERSONAL DATA

Name: ____________________________________________

Last First Middle

University Identification No. (blue I-card number): __________________________

Local Phone: __________________________ Permanent Phone: __________________________

E-mail: __________________________

Permanent Address: __________________________________________

Number and Street City, State Zip Code

Local Address: __________________________________________

Number and Street City, State Zip Code

Class (Freshman, Sophomore, etc.): __________________________ 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

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: __________________________

________________________________________________________________________

________________________________________________________________________
EXTACURRICULAR 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).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

________________________________________________________________________

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.** Please have you references to 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 you 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:________________________