

ENVISION

O-Staff Leader Description

O-Staff Leaders assist with the planning and implementation of Envision Welcome Weekend activities. They are an important part of making sure new students transition well to Northwestern College and feel welcomed into this community. This is a great way to meet other students and be part of a fun and energetic team! We hope you will consider serving as an O-staff leader!

Requirements and qualifications for the position:

- 2.0 cumulative GPA or higher
- Ability to return to campus in the fall by Sunday, August 17.
- Ability to attend weekly meetings, Wednesdays after spring break from 7-8:30pm.
- A Christian commitment and desire to grow in your relationship with God.
- Enthusiasm for Northwestern, hospitable, positive attitude, integrity, dependable, servant leadership, commitment to teamwork and a desire to serve and engage new students.
- Not involved in fall sports, CMT, RA, Student Activities leadership, or Athletic Training.
- As an o-staffer you will lead a group of students for orientation weekend that includes leading discussions and getting to know your group members.
- You will also be responsible for helping organize different activities or events depending on which committee you are on.
- Completed application submitted no later than 5:00 PM Friday, Feb 28. Submit completed application to the Student Development Office.

O-Staff

Orientation Staff Application 2014

Thanks for your interest in O-Staff 2014. Your completed application should be submitted no later than **Friday, Feb. 28 by 5pm**. Print and return to Aaron Beadner, Director of Student Programs in the Student Development Office - RSC

APPLICATION PROCEDURE

Please complete the written application. Applicants will advance to the group interview process based on the quality of what has been communicated through the written application. Group interviews (5-6 people) will take place March 12-21, and will last approximately 45 minutes.

To assist us in placing you in an interview group, please mark the evenings of the week you are available during the 7:00 - 11 p.m. block of time [March 12-21]. Specify any unique conflicts.

Week of Mar. 12th		Wed.	Thus. _____	CONFLICTS:
Week of Mar. 17th	Mon. _____	Tue. _____	Wed. _____	Thus. _____

NAME _____

RSC BOX _____ E-MAIL _____

CLASS (next year) _____ Cell Phone _____

Cumulative GPA: _____ T-shirt Size _____

Please type your responses to the following items and attach to this form. Written work should be approximately 1 typed page. Returning O-staff only need to answer the essay questions in the returner section.

1. Beyond the goal of welcoming new students to Northwestern, what motivates you to pursue the O-Staff leadership position?
2. What would you like new students to gain from the Orientation weekend?
3. Describe what it means to be a "servant leader," and give an example of a time you have practiced servant leadership or have been the recipient of servant leadership.
4. Beyond the aspects of "community," what one thing do you appreciate most about Northwestern and what one thing would you change to make Northwestern better?
5. What are your strengths and weaknesses, and how will these impact the Orientation program?
6. Reflect on your relationship with God. What is God doing in your life now?

RETURNING O-STAFF ESSAY QUESTIONS (only for students who have previously served on O-staff)

1. What is your motivation for serving on the O-staff for another term?
2. In what ways have you made a positive contribution to the Orientation program
3. What are some suggestions you have to improve the orientation program?

Please ask a faculty member, staff person, or student leader (RA, CMT, D-Group Leader....) to complete the attached reference from.

NAME OF REFERENCE _____

SIGNED _____ DATE _____

Due date is **5:00 p.m.** on **Friday, February 28** – Print and return to Aaron Beadner, Director of Student Programs in the Student Development Office–RSC.

THANK YOU!

REFERENCE

Orientation Staff 2014

Name of **APPLICANT** _____

Name of **REFERENCE** _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

The applicant has applied to be on Orientation Staff for 2014. She/he has chosen you to be a reference. This information will be kept in strict confidence. Please email OR return reference to Aaron Beadner via campus mail OR deliver to the Student Development Office in the Rowenhorst Student Center by Feb 28. Please include as many comments as possible. Your input provides supporting material to supplement the written responses of the applicant and the group interview process.

Please rate the Orientation Staff applicant using the following categories:

	EXCELLENT	GOOD	POOR	UNKNOWN	COMMENTS
Christian commitment					
Responsibility					
Ability to work in a group					
Dependability					
Enthusiasm for Northwestern					
Integrity					
Communicates Effectively					
Takes Initiative					
Respects Authority					
Relates well to peers					
Positive Attitude					

Please list any additional comments about the applicant below. Thank you for providing thoughtful feedback.