

# O-STAFF APPLICATION

## ENVISION

### New Student Orientation

*O-Staff Leaders assist with the planning and implementation of 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!*

#### **Primary Responsibilities**

- Assist with planning Orientation weekend activities and events
- Leading a group of new students and helping them adjust to college life
- Serving on an orientation sub-committee group
- Participating in the O-Show
- Leading a Service Project for new students

#### **Requirements and Qualifications for the position**

- 2.0 Cumulative GPA or higher
- A Christian commitment and desire to grow in your relationship with God
- Cannot be involved in fall sports, CMT, RA, Student Activities Leadership, or Athletic Training
- Ability to return to campus in the fall by Sunday, August 12
- Ability to attend weekly meetings on Mondays at the end of March and April from 8:00-9:30pm

#### **Character Qualities Desired**

- Desire to serve and engage new students
- Enthusiasm for Northwestern
- Hospitable
- Positive Attitude
- Dependable
- Commitment to Teamwork

#### **Application Process and Deadline**

*Completed applications should be printed and submitted no later than 5:00pm on Friday March 2<sup>nd</sup> to Darla Hettinga in the Student Life Office in the Ramaker Center. Applicants will advance to the group interview process based on what has been communicated through the written application. Group Interviews will take place March 14-21.*

# O-STAFF APPLICATION

## CONTACT INFO

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Name	RSC Box
Major	Class (next year)
Cell Phone	Date of Birth
Cumulative GPA	T-Shirt Size

## AVAILABILITY

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To assist us in placing you in an interview group, please mark the evenings **you are available** during the 7-11pm block of time for the following dates

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday 3/14	Thursday 3/15	Monday 3/19	Tuesday 3/20	Wednesday 3/21

Please describe any scheduling conflicts for unchecked dates

## REFERENCE INFORMATION

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Please ask a faculty member, staff person, or student leader (RA, CMT, D-Group Leader...) to complete a reference form attached at the bottom of this application.

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Name of Reference	Relationship
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Signature

Date

*Print and return to Darla Hettinga in the Student Life Office in the Ramaker Center by 5pm on Friday March 2 along with your essay responses.*

## ESSAY INFORMATION

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Please type your responses and attach to this application. Written work should be approximately one page in length. Returning O-staff only need to answer questions in the returner section.

### Questions for First-Time O-Staff Applicants

1. What motivates you to pursue the O-Staff leadership position?
2. What are your strengths and weaknesses, and how will these impact the orientation program?
3. Reflect on your relationship with God. What is God doing in your life now?

In Addition, please choose **one** of the following questions to answer

- What would you like new students to gain from orientation weekend?
- Describe what it means to be a servant leader and/or provide an example of where you have encountered servant leadership.
- 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?

### Questions for Returning O-Staff Leaders (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 grown from your time on O-Staff?
3. What are some suggestions you have to improve the orientation program?

# O-STAFF REFERENCE

The following applicant has applied to be on Orientation Staff for next semester. She/he has chosen you to be a reference. This information will be kept in strict confidence. Please email OR return reference to Darla Hettinga via campus mail OR deliver to the Student Life Office in the Ramaker Center by March 3. **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.

Name of APPLICANT \_\_\_\_\_

Name of REFERENCE \_\_\_\_\_

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

What is your relationship to the applicant? \_\_\_\_\_

**Please rate the Orientation Staff applicant using the following categories:**

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

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