



**Orientation & Cohort Leadership Project Leaders
Application Materials**

(Completed application due by February 15, 2013 at 5pm)

Job Description

Orientation & Cohort Leadership Project Leaders are role models a source of support and information for first-year and transfer students. They play a major role in facilitating the adjustment of new students to the Stern community well beyond the first weeks of school. They share accurate information about academic, personal, and social resources while working collaboratively with faculty, professional, and other student staff. Most importantly, they are ambassadors of the community values of Stern and they help shape the culture of future students.

Responsibilities

Orientation & Cohort Leadership Project Leaders assist with:

- Providing mentorship
- Active participation in training and debriefing sessions
- Leading group excursions & helping students navigate NYC
- Explaining academic and co-curricular opportunities
- Acquainting new students with campus resources
- Communicating and liaising with administration
- Facilitating the Cohort Leadership Project group sessions (CLP Leaders)
- The preparation of materials for group activities

Selection Criteria

We are looking for a diverse group of students who possess the following qualities:

- Good academic and disciplinary standing (minimum cumulative GPA of 2.5)
- Campus or Community involvement (i.e. service, extra-curricular activities, etc.)
- Team player
- Positive attitude
- Public speaking skills
- Ability to work with diverse students, parents, faculty and staff
- Desire to be a leader and role-model, including on-campus, on-line and in the community

Benefits

Compensation and benefits are as follows and are based on length of employment listed below, which are subject to change:

- Stipends: \$400 for Welcome Week and \$400 for CLP
- Early move-in to your residence hall for August Welcome Week
- Develop group facilitation and increase public speaking skills.
- Cultivate awareness of personal style and communication skills.
- Fun + leadership development = **Outstanding Leadership Opportunity!**

Terms of Employment

- Ability to attend all training & dates during orientation
- You must be enrolled as a student at NYU Stern's New York City campus in the fall.
- Abide by all University student conduct codes at all times including drug and alcohol policies
- Full preparation, prompt attendance, and complete participation for all training & orientation sessions
- Positive and effective responses to program needs, including set and clean up for programming.

2013 Orientation Calendar of Events (tentative):

Orientation & Cohort Leadership Project Training: August 19th-August 23rd

Orientation (Welcome Week): August 26th through August 30th

Cohort Leadership Project Sessions: Fridays, September-November- availability from 9:00-3:00

Questions? Contact Maria Duckett, Associate Director of Student Life at 212.998.0277/mduckett@stern.nyu.edu



Application Process and Important Deadlines

The application process to Orientation and CLP Leaders is a tiered process and it is competitive. Please be sure to use this list to ensure you submit a completed application and note all deadlines.

1. Complete the online application found here: [2013 Application](#)
 - Please note: You must be logged in to your Stern account to access the form.
2. Send a current resume studentlife@stern.nyu.edu
3. You need to submit two 2 references. The reference form is available online here: [Reference Form](#)
Complete the top portion of the form and either email or sent to your reference. At least one must be completed by an NYU/Stern faculty or professional staff member. **Please note that although peer references are welcomed and encouraged, only one may come from a student leader (i.e. Resident Assistant, Commuter Assistant, etc.).**
4. All materials must be submitted to The Office of Student Life by 5pm on Friday, February 15.
5. Following an application review, selected students will be invited to attend a group interview on Friday, February 22nd from 2:00-4:00. Invited students must be available to attend this group interview session in order for their application to be considered.
6. Following the group interview process, selected students will be invited for an individual interview the week of February 26. These times will vary and students will be informed of the options should they be selected.
7. If you are currently studying abroad but will be back on the NYC campus in the fall, please supply all required application materials and you will be contacted regarding the interview process while you are away.