



**Orientation & Cohort Leadership Project Leaders
Application Materials
(Completed application due by midnight on January 30, 2011)**

Job Description: Orientation & Cohort Leadership Project Leaders are role models as well as sources 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
- Assisting in 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: \$100 June Orientation and \$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
- 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.

2011 Orientation Calendar of Events (subject to change):

Mandatory Spring Semester Meetings: Friday, March 4th and 25th from 3:30-5:00pm

June Orientation

Training: June 9

June Orientation: June 10th

Orientation & Cohort Leadership Project Training: August 22nd-August 26th

Orientation (Welcome Week): August 29th through September 2nd

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



**Office of Student Life
Candidate Information**

Name: _____ ID#: _____

Local Address: _____ Phone #: _____

Home Address: _____ E-Mail: _____

Sex: Male Female Class Year : _____

Cumulative GPA: _____ Expected date of graduation: ___ / ___ / ___

Major(s): _____

Minor(s): _____

of semesters as a resident student: _____ # of semesters as a commuting student: _____

Did you enter Stern as a first-year student OR transfer student?

If as a transfer student, please list the semester/year you entered the Stern School. _____

Do you plan to live in NYU housing during the fall of 2009? Yes No Not sure

Do you have work study? Yes No

I am applying to be a: Freshman OL Transfer OL Cohort Leadership Project
Preference will be given to those who can commit to both OL and CLP positions

T-Shirt Size _____ Cohort Name _____

Previous job experiences: _____

Extracurricular activities: _____

Please attach a copy of your resume.

I verify that the above information is correct.

Signature: _____ Date: _____

PLEASE NOTE: Selected Candidates will be invited to a group interview on Friday, February 4th from 2:00p.m.-4:00p.m. If you are invited to attend the group interview, you must attend to be considered for the positions.



Office of Student Life

Personal Statement

Please respond to the following questions listed below and attach to your application. The questions should be addressed using 500 - 750 words.

1. **Why are you interested in becoming an orientation/cohort leadership project leader?**
2. **How would you define the responsibilities and characteristics of an orientation/cohort leadership project leader?**
3. **What qualities or experiences do you have that will help you succeed as an orientation/cohort leadership project leader?**
4. **What previous experience do you possess that makes you a good orientation/cohort leadership project leader applicant?**
5. **If a genie could grant you one wish what would it be and why?**

References

Please list the name, title, department, and telephone number of your references. 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.).**

Name: _____

Title: _____

Department: _____

Telephone number: _____

Name: _____

Title: _____

Department: _____

Telephone number: _____

The following reference forms should be given to the two individuals providing you with a professional reference and then submitted to the Office of Student Life, Tisch Hall, Suite 202. Make sure you fill out your name on each form and also indicate whether or not you waive your right to access the reference before relinquishing the forms. Both reference forms must be received by midnight on January 30, 2011 in order for your application to be considered complete.



Office of Student Life

Orientation/Cohort Leadership Project Leader Reference Form

Completed application due by midnight on January 30, 2011

Please mail forms, in a sealed envelope to:

**Office of Student Life
Stern School of Business
Tisch Hall
40 West 4th Street, Suite 203
New York, NY 10012**

Applicant's Name: _____

I waive my right to access this reference: Yes No Initials _____

The following information is to be filled out by the individual providing the reference:

Name of Reference: _____

Title and Dept: _____

Relation to Applicant: _____

Length of Time Known Applicant: _____

The selection of Orientation/**Cohort Leadership Project** Leader staff is a major factor in the overall success of the Orientation/**Cohort Leadership Project** Programs for new students. Orientation/**Cohort Leadership Project** Leaders are expected to assist new students in the preparation of their academic programs, to provide a realistic, constructive, informed view of Stern life, and to ascertain and respond to individual needs.

The characteristics that excellent Orientation/**Cohort Leadership Project** Leaders require include mature judgment, open-mindedness, intellectual and personal integrity, the ability to learn quickly, the capacity to work with an interesting, demanding and diverse group of individuals, interpersonal skills, and the inner strength to work well under pressure derived from a demanding job.

On the back of this form, please record your impressions of the applicant. Additional comments that include specific references to the applicant's actions and behavior are of greatest value. The information on this form will be read and used by the selection committee only. Your assistance in the selection process, which includes application forms and interview, is confidential.

Thank you for your assistance. If you have any questions, please do not hesitate to Maria Duckett, Associate Director of Student Life, at 212-998-0277/mduckett@stern.nyu.edu.

PART I

On a scale of 1 to 5, please evaluate the applicant on the following characteristics:

| | Below Average | | Average | | Excellent | No Opportunity To Judge |
|---|--------------------------|---|----------------|---|------------------|--|
| Work with diverse student populations | 1 | 2 | 3 | 4 | 5 | N/A |
| Speak in front of large groups | 1 | 2 | 3 | 4 | 5 | N/A |
| Work in a team environment | 1 | 2 | 3 | 4 | 5 | N/A |
| Perform well under pressure | 1 | 2 | 3 | 4 | 5 | N/A |
| Adapt to a new work environment | 1 | 2 | 3 | 4 | 5 | N/A |
| Assume responsibility for projects & tasks | 1 | 2 | 3 | 4 | 5 | N/A |
| Work Ethic | 1 | 2 | 3 | 4 | 5 | N/A |

PART II

On a separate sheet of paper, please respond to the following:

Based on your knowledge of the applicant, please comment on his/her chances for success as an orientation leader. We are particularly interested in learning more about the applicant's work ethic as well as strengths and possible challenges regarding job performance. Please include specific references to the applicant's actions and/or behavior.

PART III

I recommend the applicant for hire With Reservation Strongly Enthusiastically

Signature: _____ Date: _____



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