

Office of Student Development & International Programs

New Student Orientation Coordinators

Position Announcement 2008-2009

General Responsibilities

Under direct supervision, is responsible for the planning and implementation of several New Student Orientation programs and Welcome Week activities for freshman, transfer, and graduate students. Responsibilities include: recruit, hire, train and supervise a volunteer student staff; conduct leadership & diversity programming; management of information & data and provide support for other areas within the Office of Student Development & International Programs as directed.

Specific Responsibilities

- Recruitment and selection of volunteer staff
- Staff scheduling and supervision
- Accurate maintenance of information, data, & rosters
- Staff recognition programs
- Secure donations, sponsorships and fundraising
- Develop, Train and implement the TAKE program
- Attend weekly staff meetings
- Provide front desk coverage and support in SD&IP
- Act as liaison with campus departments
- Budget management
- Coordinate Clubs and Organizations Fair
- Coordinate mailings and notifications
- Develop, plan, and implement Orientation workshops
- Provide support to Welcome Week activities
- Develop, present, and participate in training sessions
- Other duties as assigned

Specific Skills Desired

- Ability to type 35 words per minute
- Basic desktop publishing skills
- Good customer service
- Openness to learn
- Knowledge of basic use of office equipment (copy, fax, phone)
- Competent computer skills; ability to use the Internet, email and Microsoft Word.
(Ability to use Microsoft Excel, and PowerPoint.)

Qualifications

Enrollment in a graduate or undergraduate program at Cal State Northridge, working towards a degree
Minimum cumulative GPA of 2.65
Strong work ethic
Ability to work independently with minimum supervision
Demonstrated excellence in customer service skills and working in a team environment
Enthusiasm in working in a team-oriented multicultural environment
Ability to manage multiple projects and adhere to stipulated timelines
Campus leadership experience
Competent computer skill

Availability and Compensation

This is a one-year position with a one-year extension upon successful evaluation.

Position begins January 2009 - September 30, 2009

January-May: 18-20 hours per week \$780- 800 per month

June-August: 40 hours per week \$1,600 per month

September: 18-20 hours per week \$780-800 per month

Weekly work schedules can be arranged between 8:00am – 5:00pm, Monday- Friday

Some after-hours and weekend work will be required

Candidate should be aware that time-off during June & July is extremely limited and not possible in August

****Continuing coordinators
October-November – 18-20 hours/week
\$780-800 per month**

Interview and Recommendation Letters

→ Application and two faculty recommendation letters are due by Monday, November 3rd. Please submit application and sign-up for an interview time in the Office of Student Development & International Programs.

→ Interviews will be held the week of November 12th, 13th, 17th-20th. The interview will be approximately one hour and will consist of a question and answer period and a ten-minute oral presentation by the candidate.

→ For more information, contact Christopher Aston or Hilda Putzel in the Office of Student Development at (818) 677-4100 or via email, Christopher.aston@csun.edu or Hilda.garcia@csun.edu.

Orientation Coordinator Application 2008-2009
New Student Orientation

Personal Information

Last Name: _____ First Name: _____

Student ID # _____ Cell phone: _____ Home phone: _____

Current Address: _____

City: _____ State: _____ Zip code: _____

E-mail: _____ Ethnicity: _____

Social Security #: _____ Circle: Male Female

Academic Information

Cumulative GPA: _____ Major: _____ Class Standing: _____

Anticipated Graduation Date: _____

Did you transfer to CSUN? Yes No If so, from which institution _____

Are you involved in a club or organization on campus? Yes No

If so, please list the organization(s) that you participate in **and** your role (use back if necessary):

1. _____ 2. _____ 3. _____

My role: _____

Please tell us how you heard about us

Orientation leader (name): _____ Faculty/Staff (name) _____

RA (name): _____ Flyer Website Other _____

Application Checklist

- Résumé:** Please attach a copy of your résumé to this application form.
- Transcript:** Please attach your printed Unofficial Transcript
- Interview:** Sign up for an interview time. Interviews will be approximately 1 hour in length. The interviewee will give a 10-minute presentation

For the interview

- Interviews will be approximately 1 hour in length and will consist of a question and answer period and a ten-minute oral presentation by the candidate.

- Sample interview questions:
 - Please describe the skills you acquired through holding leadership positions.
 - Describe the typical issues that new students face when transition into college.
 - How do you handle conflict?
 - Why is New Student Orientation important and how has it impacted you?

Please prepare a 10-minute presentation on the following topic:

- Choose one component from the Orientation program and discuss your experience with it and how you might improve on it.

You may be creative with the presentation, using visuals, handouts, etc... If special equipment is needed for you presentation, advance notice is required. If you need a copy of the components please visit our website at <http://www.csun.edu/newstudentorientation/freshman/schedule.htm>

Letters of Recommendation: Recommendation forms are included in the packet. One form must to be filled out by a professional staff member; the other needs to be filled out by someone that you have known for at least two years (family does not count). Recommendation letters are due at the application deadline. Please return them in sealed envelopes to the Office of Student Development and International Programs.

Deadline: Return application, résumé and sealed letters of recommendations to the Office of Student Development by **Monday, November 3, 2008**. You can sign up for interviews at the Office of Student Development and they will be held from November 12th, 13th, 17th-20th.

I have read and understand the requirements of the New Student Orientation student coordinator position. I give permission to the Office of Student Development & International Programs to verify my grade point average, enrollment status, and any other academic information I have provided on this application.

Signature

Date

California State University
Northridge

**Student Coordinator Application
 Faculty/Professional Recommendation**

Return to the Office of Student Development & International Programs
 Mail Drop 8261

Deadline: Monday, November 3rd 2008

Please note: A CSUN faculty member, a CSUN professional staff member, an employer, or a past high school teacher must complete this form.

Name of Applicant: _____

The above-named student is applying for a position as a New Student Orientation Student Coordinator. The student coordinators, under direct supervision, are responsible for the planning and implementation of a variety of the Orientation programs at California State University, Northridge. Due to the responsible nature of this position, leadership ability, mature judgment, and self-confidence are necessary qualities for a successful candidate. It is also desired that the candidate be open-minded, enthusiastic, and dedicated. Please be candid in your appraisal of this applicant. This recommendation is considered confidential.

I. Indicate your judgment of the applicant's ability in the following areas:

| | Unable to Evaluate | Outstanding | Very Good | Average | Below |
|------------------------------|--------------------|-------------|-----------|---------|-------|
| 1. Multicultural Sensitivity | _____ | _____ | _____ | _____ | _____ |
| 2. Leadership | _____ | _____ | _____ | _____ | _____ |
| 3. Approachability | _____ | _____ | _____ | _____ | _____ |
| 4. Oral Communication Skills | _____ | _____ | _____ | _____ | _____ |
| 5. Self-Confidence | _____ | _____ | _____ | _____ | _____ |
| 6. Maturity | _____ | _____ | _____ | _____ | _____ |
| 7. Self-Motivation | _____ | _____ | _____ | _____ | _____ |
| 8. Works Well in Groups | _____ | _____ | _____ | _____ | _____ |

II. Please provide any additional comments you would like to make in reference to the applicant's overall potential success in this program.

III. Please indicate your overall endorsement of the applicant:

_____ Highly Recommended

_____ Recommended

_____ Recommended with Reservations

Name: _____ **Title:** _____

Department (if applicable): _____ Mail Drop (if applicable): _____

Telephone: _____

On behalf of New Student Orientation Programs, thank you for your assistance in the selection process for the 2008-2009 New Student Orientation Coordinators.

If you should have any questions, please contact Hilda Garcia at 818-677-4100.

Please return to Christopher Aston or Hilda Garcia, SD&IP, MD 8261 by Monday, November 3rd, 2008

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| 4. Oral Communication Skills | _____ | _____ | _____ | _____ | _____ |
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| 7. Self-Motivation | _____ | _____ | _____ | _____ | _____ |
| 8. Works Well in Groups | _____ | _____ | _____ | _____ | _____ |

V. Please provide any additional comments you would like to make in reference to the applicant's overall potential success in this program.

VI. Please indicate your overall endorsement of the applicant:

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