

Dear Interested Student,

Congratulations on your first step to becoming an orientation leader! In the journey to becoming an orientation leader, we would like to invite you to attend one of these informational meetings:

**Informational, Meeting Dates:**

- |                     |                 |                   |
|---------------------|-----------------|-------------------|
| ❖ Wednesday, Dec. 2 | 6:00pm - 7:00pm | Granada Room, USU |
| ❖ Thursday, Dec. 3  | 6:00pm – 7:00pm | Granada Room, USU |

Come learn about being a New Student Orientation Leader, what this experience can mean to you, and the opportunity to gain new skills and meet other potential New Student Orientation Leaders. Be ready to ask any questions you have regarding orientation, as we are ready to answer them all.

Register today! Please RSVP with the NSO Staff for the meeting you are planning to attend, by e-mailing us at [newstudentorientation@csun.edu](mailto:newstudentorientation@csun.edu) with the subject line of “Orientation Meeting”. If you are unable to attend please call the office so that arrangements can be made, at the office of SD&IP (818) 677- 4100.

Looking forward to meeting you!

New Student Orientation Staff 2008-2009

**Deadline: Friday, December 4, 2009**

### **What do you get out of it?**

- Meet new people and create new friendships
- Awesome leadership and diversity training
- Great networking connections with staff and faculty
- Familiarity with the campus and resources
- Impact new students' first year experience and serve as a mentor
- Gain public speaking skills
- CSUN pride
- Priority registration
- \$125.00 - \$250.00 Stipend
- 10% off at the Matador Bookstore

### **Orientation Leader Qualifications:**

- Academic commitment of a 2.5 GPA
- Dependability for all required dates during the spring semester and summer sessions
- Desire to serve as a mentor to new students and peers
- Approachability: Be open to views, ideas & opinions that differ from one's own

### **Responsibilities:**

*\*Each Leader must attend the following **mandatory** events...*

#### **Training Events:**

- Training #1 April 16<sup>th</sup> 6-8:30pm
- Training # 2 May 5<sup>th</sup> or May 6<sup>th</sup> 6-7:30pm  
(choose only one)
- Leadership Training Retreat June 3<sup>rd</sup>-5<sup>th</sup>
- Mock Orientation August 2<sup>nd</sup> 12pm-8pm

#### **Office Hours:**

- Complete a total of 15 office hours this can be done during summer and fall semester.

#### **Commencement:**

- Each leader must serve one day as an usher at the CSUN Commencement Ceremonies May 17<sup>th</sup>-20<sup>nd</sup>

#### **New Student Orientation Dates:**

- Participate in 1 Transfer Orientation on August 4<sup>th</sup> or August 7<sup>th</sup>
- Participate in International Orientation on August 19<sup>th</sup> or Parent Day October 9<sup>th</sup>
- 1 week of Freshman Orientation August 9 - 13, 16-20 or both weeks.

#### **Fall Semester Events:**

- Welcome All Matadors (WAM) week of \*August and \*September
- Freshman Convocation September 2<sup>nd</sup>
- Other events as needed in \*August & \*September

*\* All dates are tentative and subject to change\* All Orientation Leaders, Matador Mentors, & TAKE cast members will receive notice of dates in advance so arrangements can be made.*

## Orientation Leader Application

**Personal Information** Deadline: Friday December 4, 2009

Last Name		First Name	
Student ID #	Cell phone	Home phone	
Current Address			
City	State	Zip Code	Date of Birth
E-mail			
Ethnicity			Circle: M / F

**Emergency Contact Information**

Emergency Contact	Relationship	Emergency Phone number
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**Academic Information**

Cumulative GPA:	Major	Class Standing	Anticipated Graduation Date
Did you Transfer to CSUN?	Y	N	If so, from which institution?
Are you returning to the NSO Program?	Y	N	If so, is this your 2 <sup>nd</sup> or 3 <sup>rd</sup> year?
Are you involved in a club or org. on campus?	Y	N	Are you part of the Greek Society? Y N

Please list the Organization(s) that you participate in and your role:

1	Role:
2	Role:
3	Role:

**Work Related Skills**

List all related skills: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Work Experience** (List all of your work experience. Start with the most recent.)

Present/Past employer

Address

City	State	Zip Code	Phone
Supervisor's Name:	Job title:	From	To

Responsibilities \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Present/Past employer

Address

City	State	Zip Code	Phone
Supervisor's Name:	Job title:	From	To

Responsibilities \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Recruitment** (Please tell us how you heard about us.....)

<input type="checkbox"/> Orientation Leader (name)	<input type="checkbox"/> Faculty/ Staff (name)
<input type="checkbox"/> RA (name)	<input type="checkbox"/> Flyer <input type="checkbox"/> Website <input type="checkbox"/> Other:

**Orientation Leader Application  
 Faculty/Professional Recommendation**

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

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

**Deadline: Friday, March 12<sup>th</sup>, 2010**

Name of Applicant: \_\_\_\_\_

The above-named student is applying for a position as a New Student Orientation Leader for 2009. 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 Average
1. Multicultural Sensitivity	_____	_____	_____	_____	_____
2. Leadership	_____	_____	_____	_____	_____
3. Approachability	_____	_____	_____	_____	_____
4. Oral Communication Skills	_____	_____	_____	_____	_____
5. Self-Confidence	_____	_____	_____	_____	_____
6. Maturity	_____	_____	_____	_____	_____
7. Self-Motivation	_____	_____	_____	_____	_____
8. Works Well in Groups	_____	_____	_____	_____	_____
9. Dedication	_____	_____	_____	_____	_____

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: \_\_\_\_\_ Mail Drop: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

On behalf of New Student Orientation Programs, thank you for your assistance in the selection process for the 2009 New Student Orientation team. If you should have any questions, please contact Hilda Putzel at 818-677-2393.

**Please return to Hilda Putzel, SD&IP, MD 8261 by Friday, March 12<sup>th</sup>, 2010**