As a Freshman Orientation Leader you are an integral part of the Student Affairs. You report directly to the Director of Student Activities.

ELIGIBILITY: Freshman Orientation Leader positions are available for full-time LSUS students who will continue as a full-time student through the spring 2013 semester. You must be in good academic standing (minimum 2.0 overall GPA) and free of any violations of the LSUS Student Conduct Code. If you do not remain in good academic standing or are found to be in violation of the Student Conduct Code during your employment, you may be released from your position.

DUTIES: Freshman Orientation Leaders have various responsibilities which include

- Attending and participating in all training sessions (Fridays 1-3 p.m. beginning January 2012)
  - Completing homework assignments
  - Learning appropriate LSUS policies/procedures
- Attending each Freshman Orientation program April 2012-January 2013
  - Together, with your partner, preparing and presenting a Power Point presentation
  - Giving and/or participating in a campus tour
  - Participating in the freshmen Orientation skit
- Maintaining a connection with freshmen orientation attendees throughout the year through emails, Facebook correspondence and other activities

Leaders are expected to demonstrate professionalism in all aspects of the position. As an LSUS Student Leader, Freshman Orientation leaders are expected to conduct themselves as positive role models and representatives of the University.

SCHOLARSHIP: Students selected to serve as Freshman Orientation Leaders will receive a $2000 scholarship. The scholarship will be paid in three payments assuming the freshmen orientation leader has met all criteria each semester. The first installment will be paid after the April 2012 spring orientation session and will be for $1000, the second payment will be $850 and paid the first day of fall 2012 classes and the final installment of $150 will be paid the first day of spring 2013 semester.

APPLICATION DEADLINE: Return applications to the University Center Office (second floor of the UC) on or before 4:00 p.m. Monday, October 31, 2011.
SCHOLARSHIP AGREEMENT

Should you be selected to serve as a 2012 FRESHMAN ORIENTATION LEADER, this form will serve as an employment agreement. Violation of this Agreement may result in immediate dismissal from the position and termination of scholarship. Please note that the Freshman Orientation scholarship does not exempt a recipient from fees or out-of-state tuition.

I hereby agree that if selected as a 2012 FRESHMAN ORIENTATION LEADER, I agree to abide by all rules and regulations of Louisiana State University in Shreveport. I agree to remain a full time student from the spring 2012 through the spring 2013 semester, maintain a 2.0 overall GPA and abide by the LSUS Code of Student Conduct. Furthermore, I agree to perform the duties and responsibilities assigned to me in a precise and expeditious manner.

Attendance is mandatory for all orientation events. I hereby agree not to enroll in summer classes that conflict with summer orientation programs (daytime classes in June or July) and to schedule classes and other work schedules (and other personal obligations) so that I am available to attend all training sessions (Fridays from 1:00-3:00 p.m. beginning January 20, 2012 and running through May 2012), and all other mandatory events as determined by the Director of Student Activities. I am allowed one excused absence from the training sessions but it must be approved by the Director of Student Activities prior to missing the session. In addition, I will be present at ALL orientation programs in April 2012, May 2012, June 2012, July 2012, August 2012, and January 2013. Failure to attend any of the above mentioned events could result in immediate dismissal and termination of my scholarship as determined by the Director of Student Activities.

Louisiana State University in Shreveport is an equal opportunity employer and an equal educational opportunity institution. Faculty, staff, student employment, student recruitment, admissions, financial aid programs, instructions and related educational activities are provided without regard to race, religion, creed, color, sex or national origin.

________________________________________
Applicant’s Signature

________________________________________
Date

Return this Application to: University Center Office

DEADLINE: MONDAY, OCTOBER, 31, 2011 at 4:00 P.M.
Please have faculty/staff return Recommendation Forms separately by November 8th at 4:00 p.m. It is your responsibility to insure that your faculty references return the recommendation form. Check back with faculty and staff to insure that your form has been sent to our office.
LSUS 2012 FRESHMAN ORIENTATION LEADER APPLICATION
(Due on or before 4:00 p.m. Monday, October 31st.)

(PLEASE TYPE OR PRINT) Date: __________

PERSONAL DATA

Name: ____________________________________________

          (Last)  (First)  (Middle)

Student ID Number ________________________________

Local Mailing Address: ____________________________________________

                      (City)    (State)  (Zip)

Telephone Numbers: (   ) __________ - __________

(   ) __________ - __________

LSUS E-mail address___________________________________________

Did you Attend LSUS as a first time freshman?  Yes ____  No ____

APPLYING FOR A FRESHMAN ORIENTATION LEADER POSITION IS A 3-PART PROCESS

WRITTEN APPLICATION

Applications will be screened prior to the beginning of the interview process. You will be notified by your LSUS email regarding the status of your application by November 4th. If you are chosen to continue with the application process, the group interview will be confirmed at the time of the email.

GROUP INTERVIEW

Please select your preferred DATE for your group interview during COMMON HOUR (11 a.m. – noon) in the University Center Caddo/Bossier Room. Be sure to note the date and time you have selected as well as the location for the interview. We will contact you by your LSUS email if we cannot accommodate your preferred time.

Monday, November 7th ___  Wednesday, November 9th ___

INDIVIDUAL INTERVIEW

Individual interviews will be conducted November 16th – 23rd. A list of applicants that move to the individual interview process after the group interview will be posted on the Director of Student Activities door on Friday, November 11th at noon. Applicants selected to take part in the individual interviews will need to sign up for a 30 minute time slot with the Director of Student Activities by Tuesday, November 15th at noon.
IMPORTANT INFORMATION *(Please be specific)*

Did you attend Freshman Orientation when you entered LSUS? Yes     No

   If YES, what was the greatest benefit of attending Freshman Orientation?

   If NO, explain.

How did you become interested in a Freshman Orientation Leader position?

   Explain any talents or skills you might have that would add to our Freshman Orientation program.

What personal strengths would you bring to the program?
What area(s) have you identified for personal improvement?

Select and explain three qualities/characteristics that you believe are most important for a Freshman Orientation Leader to possess.

Describe a time you were a part of a team. What made the team successful/unsuccessful? What did you learn from the experience?

List the names of the staff/faculty members to whom you gave the attached two (2) Confidential Recommendation Forms. (Please note: Staff/faculty will forward recommendations separately to the University Center Office)

Name of faculty/staff that are providing recommendations:

1. 
2. 

Be sure you have answered ALL QUESTIONS before submitting your application.
Dear Faculty/Staff:

The student named above is applying for a position as a 2012 Freshman Orientation Leader. Freshman Orientation Leaders are a group of ten energetic and enthusiastic students who conduct our freshman orientation programs. This group operates from the Division of Student Affairs and provides a very important service to the university.

Your response on this confidential Recommendation Form, the candidate’s application, and group and individual interviews will be used to evaluate the applicant for selection.

Thank you for taking the time to complete this recommendation form. Please return through Campus Mail by 4:00 p.m. November 7th to the University Center, Attention: Kimberly Thornton.

Thanks again!

Sincerely,

Kimberly Thornton
Director of Student Activities

<table>
<thead>
<tr>
<th>Please rate the applicant on the qualities listed below by circling the appropriate number on the scale given. If you have never had occasion to make such an observation, you may skip that item.</th>
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<tbody>
<tr>
<td>1 = Poor</td>
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<tr>
<td>1. Demonstrates responsibility</td>
</tr>
<tr>
<td>2. Communicates effectively with peers and faculty</td>
</tr>
<tr>
<td>3. Exhibits mature attitudes, thoughts and behaviors</td>
</tr>
<tr>
<td>4. Appears to be friendly and have good peer relations</td>
</tr>
<tr>
<td>5. Demonstrates leadership/leadership potential</td>
</tr>
<tr>
<td>6. Presents quality work on time</td>
</tr>
<tr>
<td>7. Is on-time and present for class/meetings, etc.</td>
</tr>
<tr>
<td>8. Demonstrates evidence of teamwork</td>
</tr>
<tr>
<td>9. Other qualities that would support this student’s application as a Freshman Orientation Leader:</td>
</tr>
</tbody>
</table>

Comments: __________________________________________________________
____________________________________________________________________
____________________________________________________________________

Staff/Faculty Name: ____________________________
In what context do you know this student? _____________________________ How long have you known this student? ________
Dear Faculty/Staff:

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Thanks again!

Sincerely,

Kimberly Thornton
Director of Student Activities

Please rate the applicant on the qualities listed below by circling the appropriate number on the scale given. If you have never had occasion to make such an observation, you may skip that item.

1 = Poor          2 = Fair         3 = Good         4 = Excellent

1. Demonstrates responsibility
2. Communicates effectively with peers and faculty
3. Exhibits mature attitudes, thoughts and behaviors
4. Appears to be friendly and have good peer relations
5. Demonstrates leadership/leadership potential
6. Presents quality work on time
7. Attends class on time and has few absences
8. Demonstrates evidence of teamwork
9. Other qualities that would support this student’s application as a Freshman Orientation Leader: __________________________

________________________

Comments: __________________________________________________________

________________________________________________________________________

Staff/Faculty Name: ____________________________
In what context do you know this student? ________________ How long have you known this student? _________
These dates are subject to change.

**TRAINING**
Every Friday: 1:00 p.m. – 3:00 p.m. from January 20, 2012 – May 25, 2012

**FRESHMAN ORIENTATION PROGRAMS**
7:00 a.m. – 4:30 p.m. in the University Center each of the following days:

- Friday, April 13th
- Thursday, May 24th
- Friday, June 8th
- Tuesday, June 12th
- Friday, July 20th
- Tuesday, August 14th
- Tuesday, January 8, 2013