**Western Carolina University**

**2015 Orientation Counselor Application**

All applications must be submitted by 5 pm on Friday, September 19, 2014 to the Orientation Office,

224 Killian Annex. Late applications will not be accepted.

**Requirements**

* Candidates must submit their resume as a part of the application.
* Candidates must submit an unofficial transcript as part of the application.
* Candidates must submit three recommendations, one of which must be a WCU faculty member.
* 2.75 GPA required, 3.0 GPA preferred (must maintain 2.75 throughout employment period).
* No judicial or disciplinary violations defined by the student code of conduct.
* Attendance at a group interview as well as an individual interview. These interviews will take place at the end of September 2014 – sign up for these when you turn in your application.
* Attend retreats, Open House event and on-the-job trainings.
* Attend a one hour credit class during the Spring semester 2015.

**Personal Data** (please print neatly)

Full name

 *Last First Middle*

Preferred Name Student ID#

Cell Phone Email Address Emergency Contact Emergency Phone

Local Address

Class Level (circle one) Freshman Sophomore Junior Senior

Major course of study Cumulative GPA

How did you find out about the ***Orientation Counselor*** position?

Who was your Orientation Counselor when you attended orientation?

**Short Answer Questions** (500 word maximum – please type and attach to application)

1. Why do you want to be a member of Western Carolina University’s 2015 Orientation Team?
2. How do you motivate yourself and others?
3. What special skills and attributes would you bring to the Orientation Team that sets you apart from other applicants?
4. What do you like best about being a student at WCU?
5. What is your definition of teamwork and why is it important in this position?
6. What advice would you give to new incoming students?
7. Did you attend a freshman or transfer orientation? (circle one) Freshman Transfer
8. If you did not attend an orientation, please explain why.

***I understand that by signing this application all the information provided throughout is correct and up to date. I give my consent to Orientation Programs to check my enrollment status and current GPA listings to determine eligibility for employment.***

***Signature* *Date***

**Recommendations**

Please provide us with the name, mailing address or campus address, phone number, and email of individuals submitting Orientation Counselor recommendation forms. Remember, one must be a WCU faculty member. **Please use the Recommendation Form provided with the application and submit all recommendations to the Orientation Office in a sealed envelope with your Orientation Counselor application. OR, recommendations can be mailed directly to the Orientation Office, Western Carolina University, 224 Killian Annex, Cullowhee, NC 28723.**

*………………………………………………………..*

1.

 *Name Email Phone*

 *Title/Position Address*

*………………………………………………………..*

2.

 *Name Email Phone*

 *Title/Position Address*

*………………………………………………………..*

3.

 *Name Email Phone*

 *Title/Position Address*

**Note: Please print three copies of the following page and give your references so that your recommendations may be completed in a timely manner. Thank You.**

**Western Carolina University**

**2015 Orientation Counselor Recommendation Sheet**

**Qualities** – please rate the applicant on the areas below based on the following scale. Use space provided to elaborate on each item if necessary.

Applicant’s Name

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Poor** | **Average** | **Good** | **Outstanding** | **No Opinion** |
| **Integrity** |  |  |  |  |  |
| **Punctuality** |  |  |  |  |  |
| **Time Management** |  |  |  |  |  |
| **Dependability** |  |  |  |  |  |
| **Initiative** |  |  |  |  |  |
| **Attitude** |  |  |  |  |  |
| **Maturity** |  |  |  |  |  |
| **Group Motivation** |  |  |  |  |  |
| **Group Facilitation** |  |  |  |  |  |
| **Responsibility** |  |  |  |  |  |
| **Ability to follow directions** |  |  |  |  |  |
| **Leadership Skills** |  |  |  |  |  |
| **Flexibility** |  |  |  |  |  |
| **Oral Communication** |  |  |  |  |  |
| **Written Communication** |  |  |  |  |  |

Please provide us with any Strengths/Weaknesses of this applicant as well as anything noteworthy you would like to share about this applicant.

Additional Comments:

*………………………………………………………..*

Recommended by (please print): Phone #

 Date

*Signature*