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# Orientation Counselor Application

## Requirements

All applications must be submitted by 5pm on Friday September 28th to the Orientation office (224 Killian Annex). Late applications will not be accepted.

* Candidates must submit their resume as a part of the application.
* Candidates must submit three recommendations, one of which must be a WCU faculty member.
* A 2.75 GPA is required, 3.0 preferred (must maintain a 2.75 throughout employment period).
* No judicial or disciplinary violations defined by the Student Code of Conduct.

If hired, new employees must attend retreats, Open House events, and on-the-job trainings. New employees will also be required to participate in paid trainings during the Spring semester.

## Applicant Information

Full Name: *Last First M.I.*

Preferred Name: Student ID:­

Local Address: *Street Apartment/Unit #*

*City State Zip*

Phone: ( ) Email Address:

Class Level:  Freshman  Sophomore  Junior  Senior

Major Course of study: GPA:

How did you find out about the Orientation Counselor position?

Did you attend orientation?  Freshman  Transfer  I did not attend orientation

If not, please explain:

Are you bilingual? Yes No

If yes, indicate the language(s) in which you are fluent:

List any campus activities and involvement:

## 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 (Page 3) 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.

**Recommendation 1**

Name: Title/ Position:

Email: Phone:

**Recommendation 2**

Name: Title/ Position:

Email: Phone:

**Recommendation 3**

Name: Title/ Position:

Email: Phone:

## Short Answer Questions

In 650 word maximum for all of your answers combined, please type and attach to application.

1. Why do you want to be a member of Western Carolina University’s Orientation Team?
2. What do you like best about being a student at WCU?
3. What characteristics do you possess that would make you a unique and beneficial addition to the Orientation Team?
4. What advice would you give to new incoming students?
5. What is your definition of leadership, and why is it important in this position?
6. Western Carolina University is committed to be a diverse and inclusive learning environment, discuss how you can contribute to our diversity commitment through your service as an Orientation Counselor.

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*I give my consent to Orientation Programs to check my enrollment status and current GPA listings to determine eligibility for employment.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**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.**

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## 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 #

*Signature Date*