

# Frequently Asked Questions

Check out some commonly asked questions about the Orientation Leader job and selection process.

## **How do I get more information about what Orientation Leaders do?**

The easiest way is by exploring the website, attend an informational session, or if you have specific questions you can contact me via phone at (515) 271-4078 or email [Latasha.Stiger@drake.edu](mailto:Latasha.Stiger@drake.edu) and If you are on campus, you can stop by my office in Olmsted.

## **What types of characteristics or abilities are you looking for in the Orientation Leader candidates?**

There is no single set of characteristics or attributes that make up an ideal Orientation Leader. Instead it is important to note that our campus is home to a very diverse student and staff population and our goal is to have our Orientation Leader staff represent that same diversity. Given the nature of the Orientation Leader position, it is also a priority for us to select students who are committed to supporting entering students and their families and who can effectively and sincerely share relevant Drake resources new students.

## **Where can I get an Orientation Leader Application?**

There is a downloadable version of the Orientation Leader application in a PDF form or an online version that can be accessed on the "Job Description and Application" page. The application must be submitted through Career Blueprint (see application instructions).

## **Are Orientation Leaders hired for just the summer, or do they work during the school year as well?**

Though the majority of the work done by Orientation Leaders occurs during the summer, sometimes the Orientation Leaders are asked to assist throughout the fall semester.

## **What's the Orientation Leader selection process like?**

1. The Orientation Leader selection process begins with an online application. The purpose of the application is for us to get an idea of who you are and what you are involved in. The application process is a chance for you to tell us the things about yourself you think we should know when considering you for this position.
2. Attend one of two-group interview process. The group interview is a chance to see how applicants respond to situations or challenges in a group setting and once our office has reviewed the paper applications, qualified applicants will be invited to take part in a

group interview.

3. A select group of applicants will be invited to take part in an individual interview with staff.
4. Once the individual interviews have been completed, we will make selections for the Orientation Leaders and the first development session will be a retreat on Saturday, February 18, 2012.

The selection process is in no way meant to be intimidating; our primary goal is to make sure that we have the opportunity to evaluate all of the candidates from as many perspectives as possible. We hope to give all applicants the chance to exhibit their best qualities and to share how they might contribute to the Orientation Leader staff.

### **Can I take summer classes or have an outside job and be an Orientation Leader?**

Orientation Leaders are able to enroll in classes as long as the class does not interfere with professional development or an Orientation session.

### **How are Orientation Leaders trained?**

Orientation Leaders will have a variety of professional development session throughout the spring semester (see important dates document) and an intense 3 days of development before the first session.