Qualifications and Requirements
Applicants must meet the following minimum criteria:
• Be a high school graduate.
• Be currently enrolled at FGCU with a minimum of 28 earned credit hours by May, 2015.
• Be in good behavioral standing with the University.
• Have one year of continuous on-campus enrollment at FGCU by May, 2015.
• Have an FGCU grade point average of 2.5 (first year students: your high school GPA must be 3.35 or above).
• Write a quality essay.

Due to the number of interview slots, not everyone who meets these criteria will necessarily be granted an individual interview.

Position Descriptions
Orientation Leaders and Parent Program Assistants are expected to:
• Convey information to new students and families regarding University policies and procedures, admissions and graduation requirements, course offerings, and registration.
• Present material and answer questions about student life, including residence halls, student organizations, health and safety issues, and academic topics.
• Deliver information in a creative and understandable manner appropriate to new students and families in order to prepare them for a positive first year experience.
• Present a positive image of the University by developing a friendly rapport with new students and families.
• Participate in all Orientation training sessions to develop leadership style, improve communication skills, and become knowledgeable about University resources.
• Work in a collaborative manner with New Student Programs staff and other professionals across campus.
• Participate in various non-program Orientation activities including: bag stuffing, telephone calling projects, and other projects as assigned by the New Student Programs Staff.
• Work during all phases of Orientation, including check-in, small group and general information sessions, placement testing, evening activities, campus tours, advising, registration, and evaluation meetings.

Salary and Benefits
• The salary of $5,096 includes spring and summer training, as well as the summer Orientation programs. Wages for additional programs throughout the academic year are paid hourly.
• Orientation Leaders will live on campus during the period of employment. Those living in campus housing will be expected to abide by all Housing & Residence Life policies.
• Meals provided during each two-day orientation program.
• Orientation uniform: polo shirt, t-shirts, etc…

Important Dates and Deadlines

Application Deadline
• 5pm on Friday, Oct. 31
• Return completed applications to: New Student Programs, 229 McTarnaghan Hall or email to orientation@fgcu.edu

Mandatory Information Session
• Thursday, November 6
• Choose 3:00 pm or 6:30 pm, both in the Cohen Center, Room 213

Unless you hear otherwise from the Eagle View Orientation staff, your attendance at one of these sessions is MANDATORY. The interview schedule is arranged at these meetings, and only students who attend are guaranteed a time-slot.

Interviews
Interviews will take place during the month of November, in a two-step process, which includes both individual and group interviews.

Individuals with disabilities are encouraged to attend all University sponsored events. If you are a person with a disability who requires an accommodation in order to participate in these programs, please contact Adaptive Services at 590-7956.
Please answer all of the following questions:

1. **Are you a United States Citizen?**  □ Yes  □ No
   
   You must be able to provide proof of your employment eligibility on the first day of staff training.

2. **Do you currently work for, or have you ever worked for, another university in Florida’s State University System or for a state agency in Florida?**  □ Yes  □ No
   
   If so, which agency? _______________________________________
   
   When? _______________________________________

3. **Are you a veteran of the U.S. Military?**  □ Yes  □ No
   
   If yes, list your dates of active duty and discharge date:
   
   List the type of discharge received from the military:
   
   If you are claiming Veterans’ preference under Florida law, please request and complete the Veterans’ Preference Claim Form.
4. Have you ever been charged with a FGCU judicial sanction?  ☐ Yes  ☐ No
   If yes, please explain. Further explanation may be attached to application:

5. Have you ever been charged with a violation of the law, which resulted in probation, community service, a jail sentence, or the revocation or suspension of your driver’s license (including traffic violations which resulted in a fine of $200 or more)?  ☐ Yes  ☐ No
   Answering “yes” will not necessarily bar you from employment. Each case will be judged on its own merits with respect to time, circumstances, and the seriousness of the infraction.

   If you answered yes, you must submit a written statement on a separate sheet of paper of all relevant facts. The statement must include the date of the violation, the type of violation, the judgment, and a summary of what occurred. You may be asked to furnish the University with all official documentation explaining the final disposition of the proceedings.

6. List your two most recent work experiences (including volunteer activities):

   Job Title: ________________________  Employer: ________________________
   Supervisor ________________________  Phone # ________________________
   Dates: From __________ to ________________
   
   Duties and Responsibilities:
   ____________________________________________________________
   ____________________________________________________________

   Job Title: ________________________  Employer: ________________________
   Supervisor ________________________  Phone # ________________________
   Dates: From __________ to ________________
   
   Duties and Responsibilities:
   ____________________________________________________________
   ____________________________________________________________

7. Which position(s) are you interested in?  Orientation Leader _____ Parent Program Assistant _____
   Both _____

8. Check those places in which you have lived since entering college:  Residence hall _____
   Home _____  Apartment/House _____  Other _____
9. Co-Curricular Activities (use a separate sheet if necessary):

List any clubs, organizations, or other activities in which you have been involved since entering college. Include dates of involvement and hours per week for each activity. If you need more room to list your activities, please use another sheet of paper.

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<tr>
<th>CLUB/ORGANIZATION/ACTIVITY</th>
<th>DATES OF INVOLVEMENT</th>
<th>HOURS PER WEEK</th>
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10. Please list any special skills or interests:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

11. Please let us know about any other on-campus employment:

Do you currently work on campus?    ____ Yes    ____ No
Do you plan to start an on-campus job prior to May 11, 2015?    ____ Yes    ____ No

Please provide information about your on-campus employment in the spaces below:

**Job 1**
Name of Employer_____________________________________________________________
Supervisor ________________________
Number of Hours Worked Per Week ______________________________________________

**Job 2**
Name of Employer______________________________________________________________
Supervisor _____________________________________
Number of Hours Worked Per Week ________________________________________________

Please attach additional employment information if needed

12. On a separate sheet of paper, please TYPE a personal statement that describes your transition to college life. What were the challenges you faced? How did you work through those challenges and what did you learn from those experiences? Please limit the length of your statement to one double-spaced page.
13. Attached to this packet are 2 reference forms to be completed by appropriate references in regards to skills and abilities related to your potential to be an Eagle View Orientation staff member. **BOTH reference forms must be sent directly to Tabitha Dawes by October 31, 2014 for your application to be considered complete.** Contact information is listed on the reference form. Note: Appropriate references include past employers, faculty, administrators, coaches, advisors, etc. **Friends, relatives, and peers cannot serve as references.**

13. How did you hear about this position? (check all that apply)

- [ ] Flyer
- [ ] Eagle News
- [ ] Email
- [ ] Social Media
- [ ] Staff
- [ ] Faculty
- [ ] Friend
- [ ] Website
- [ ] Former EVO Staff (EVO Staff Name) ____________________
- [ ] I was nominated
- [ ] Other (please specify) __________________________________
Authorization and Release

I have read and understand the Eagle View Orientation staff position description and terms of employment, which includes the following stipulations:

- I am a high school graduate who will have completed at least 28 credit hours of college coursework by May 2015, and I will have completed one full year of continuous enrollment at the University at that point;
- I am a currently enrolled student and will be enrolled for the Fall 2015 semester;
- I am a student in good academic and behavioral standing at FGCU with a minimum cumulative GPA of 2.5;
- I understand that I may not enroll in classes during the summer;
- I also understand that I will not have other employment during the period of full time employment (summer 2015) with New Student Programs;
- I understand that living on campus during the period of employment is required if I accept a position as an Orientation Leader;

In addition:

- I understand that the information provided by me on (or in connection with) my application for employment as an Eagle View Orientation Leader or Parent Program Assistant may be investigated by FGCU;
- I authorize FGCU to conduct a police background check for purposes of employment with the University;
- I authorize FGCU to verify all official academic information pertaining to me;
- I authorize FGCU to contact those employers listed on the application and validate employment history;
- I authorize each former/current employer to answer any and all questions regarding my prior employment and background;
- I hereby agree to indemnify FGCU and each of my listed employers, and agree to hold them harmless from any claims arising from this authorization;

I certify that to the best of my knowledge that the information given in this application is complete and accurate. I understand that falsifying statements within this application may result in the termination of my employment with the Office of New Student Programs if I am hired for a position with Eagle View Orientation.

Signature of Applicant ___________________________ Date ________________
Eagle View Orientation Staff Members are a vital part of the orientation process at Florida Gulf Coast University. These students serve as small group leaders and paraprofessional advisors, provide information about campus resources, and assist new students and parents with their transition into university life. Staff members are responsible for disseminating information about FGCU and must be able to communicate this knowledge effectively. Please assist us in our selection process by providing an honest appraisal of this applicant’s strengths and weaknesses.

What is your relationship with this student?

Describe the extent of your contact with this student.

Please rate the student in the following categories (circle one):

- Punctuality: below average, average, above average, excellent, no basis for judgment
- Initiative: below average, average, above average, excellent, no basis for judgment
- Teamwork: below average, average, above average, excellent, no basis for judgment
- Attitude: below average, average, above average, excellent, no basis for judgment
- Problem solving: below average, average, above average, excellent, no basis for judgment
- Decision making: below average, average, above average, excellent, no basis for judgment
- Maturity: below average, average, above average, excellent, no basis for judgment
- Responsibility: below average, average, above average, excellent, no basis for judgment
- Communication Skills: below average, average, above average, excellent, no basis for judgment
- Qualities as a Role Model: below average, average, above average, excellent, no basis for judgment
- Dependability: below average, average, above average, excellent, no basis for judgment
- Professionalism: below average, average, above average, excellent, no basis for judgment
- Enthusiasm: below average, average, above average, excellent, no basis for judgment
- Pride for FGCU: below average, average, above average, excellent, no basis for judgment
- Genuine Concern for others: below average, average, above average, excellent, no basis for judgment
Please check one of the following boxes

☐ I highly recommend this student for a position as an Eagle View Orientation Staff Member

☐ I recommend this student

☐ I recommend this student with reservation

☐ I do not recommend this student

Please make any comments you feel are important, listing special strengths or areas of concern:

Name of Recommender:__________________________________________________________

Signature:_____________________________________________________________________

Title:________________________________________________________________________

E-mail address:_________________________________ Phone:__________________________

Please mark this form CONFIDENTIAL and mail or email it by October 31, 2014 to: Tabitha Dawes, McTarnaghan Hall #226A, 10501 FGCU Blvd. S, Fort Myers, FL 33965 or tdawes@fgcu.edu

If you have any questions or concerns please contact Tabitha Dawes at 239-590-7744 or tdawes@fgcu.edu
2015 Eagle View Orientation Student Staff
Reference Form # 2

For ____________________________________________
(Name of Applicant)

Eagle View Orientation Staff Members are a vital part of the orientation process at Florida Gulf Coast University. These students serve as small group leaders and paraprofessional advisors, provide information about campus resources and assist new students and parents with their transition into university life. Staff members are responsible for disseminating information about FGCU and must be able to communicate this knowledge effectively. Please assist us in our selection process by providing an honest appraisal of this applicant's strengths and weaknesses.

What is your relationship with this student?

Describe the extent of your contact with this student.

Please rate the student in the following categories (circle one):

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<tr>
<th>Category</th>
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<th>above average</th>
<th>excellent</th>
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Please check one of the following boxes

☐ I highly recommend this student for a position as an Eagle View Orientation Staff Member

☐ I recommend this student

☐ I recommend this student with reservation

☐ I do not recommend this student

Please make any comments you feel are important, listing special strengths or areas of concern:

Name of Recommender:__________________________________________________________

Signature:____________________________________________________________________

Title:________________________________________________________________________

E-mail address:________________________________________ Phone:_____________________

Please mark this form CONFIDENTIAL and mail or email it by October 31, 2014 to:
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tdawes@fgcu.edu

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