Position Description:
Orientation Leaders (OLs) are undergraduate or graduate students who play an integral role in introducing new international students to Ohio State by connecting new students to important university resources and policies as well as sharing their experiences as successful students. Throughout the academic year, OLs assist our incoming students and their families in a variety of capacities, all to make the newest members of our community excited and prepared to achieve a successful beginning to their Ohio State career. OLs work in collaboration with other OLs, Office of International Affairs (OIA) professional staff, and other Ohio State administrators to ensure that new students have a positive check-in and orientation experience.

Qualifications:
An OL must be a currently enrolled undergraduate or graduate student at Ohio State who has completed at least one semester at the time of application (by February 16) and whose degree will not be completed prior to the end of Spring Semester 2016. OLs should be in good academic standing and good disciplinary standing. The OIA staff is looking for individuals who are representative of the diversity of the Ohio State community in their experience and interests. OL candidates should possess a variety of qualities, including (but not limited to):

- Effective cross-cultural communication skills (knowledge of multiple languages is a plus but not required)
- Proactive problem solving abilities
- Familiarity with Ohio State campus resources and services
- A desire to work collaboratively with students, families, faculty, staff, other OLs
- Proficient computer skills including data entry, must have excellent attention to detail
- Punctual and reliable
- Friendly, flexible, enthusiastic attitude
- Readiness to take initiative and take responsibility for continually improving the quality of check-in and orientation

Responsibilities:
- Attend and participate in all OL training sessions
- Assist with the preparation of all check-in and orientation materials and activities
- Use multiple databases to perform check-in and orientation related tasks
- Acquaint new students with campus services, building locations, and university policies and procedures
- Serve as a knowledgeable, friendly, welcoming representative of Ohio State and OIA
- Participate in welcome activities such as Global Buckeye Celebration and other events
- Lead small groups of new international students on campus tours and various trips such as grocery shopping, dinner trips, etc.
- Participate in orientation sessions as needed
- Respond promptly to emails regarding your work schedule and work responsibilities
- Other duties as assigned
Benefits:
The OL position offers a variety of benefits:
• Pay rate of $8.95/hr
• Development of leadership and communication skills
• Cultivation of relationships with university faculty, staff, and students
• Résumé enhancement
• Help new international students get settled and become members of the community at Ohio State!

Additional Information:
• The OL position requires a significant time commitment during training in July and August and throughout all check-in and orientation sessions during semester breaks. Duties during check-in and orientation sessions require that OLs are alert and engaged from early in the morning until late in the evening.
• Once check-in begins, OLs will be required to work during evenings and weekends to lead small group trips and participate in events.
• Students applying to this position must communicate any additional employment to your OIA staff supervisor. If it interferes with job performance, the OL may be asked to terminate the outside employment.

Orientation Leader Important Dates to Know:

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer term training — OLs must attend every training session</td>
<td>July 27 – July 31, 2015</td>
</tr>
<tr>
<td>Autumn 2015 Check-in and Orientation</td>
<td>August 3 – August 24, 2015</td>
</tr>
</tbody>
</table>

OL Selection Timeline:

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications due (100 Oxley Hall)</td>
<td>Monday, February 16, 2015 by 5 p.m.</td>
</tr>
<tr>
<td>Interviews</td>
<td>Early March</td>
</tr>
<tr>
<td>Staff selection complete</td>
<td>Candidates will be notified by email/phone of final hiring decisions in mid-March</td>
</tr>
</tbody>
</table>

Contact Information:
If you have any questions concerning this position, please contact Amanda Yusko at yusko.8@osu.edu or 614-292-6101.

The Office of International Affairs actively seeks a diverse staff.
Orientation Leader Application

General Information:

Name: ___________________________  ___________________________  ___________________________
  Last  First  MI

Local Address: ___________________________

Preferred phone number: ___________________________  Ohio State email: ___________________________

College of enrollment: ___________________________  Current major: ___________________________

Semester began at Ohio State: ___________________________  Anticipated graduation: ___________________________

Languages spoken: ___________________________

Cumulative GPA at the completion of Autumn Semester 2014: ___________________________

Country of Citizenship: ___________________________

SEVIS ID Number (applicable to F-1 or J-1 international students): N00 ___ ___ ___ ___ ___ ___

Résumé:
On a separate page(s), please provide the information listed below in resume format. Please be certain it contains all of the information requested.

• A local AND permanent address, phone number, and email address
• Previous education – i.e. high school, prior college education, etc. (including dates)
• On- and off-campus activities – i.e. leadership experience, service activities, honoraries, etc. (including dates and responsibilities)
• Present and former places of employment (including dates and responsibilities)

Essay Questions:
Please answer the following questions on a separate sheet of paper (no more than 150 words per question):
1. Why are you applying for a position as an Orientation Leader?
2. Why do you think check-in and orientation is important for international students?
3. What are the characteristics or qualities that you believe are most important for an Orientation Leader to possess?
**Recommendation Forms:**

Candidates applying for the Orientation Leader position must submit two (2) recommendation forms. Please use the forms found in this packet or the OIA website. **All forms are due by 5 p.m. on Monday, February 16, 2015.**

Please list below the names and addresses of the two persons who will be submitting recommendations on your behalf. One of these individuals must be a University **professional**, such as an advisor, professor, hall director, etc. The second reference can be written by anyone of your choosing (organization advisor, peer, employer, etc.). Please note that no one within the OIA staff will be able to write a recommendation for you for this position due to their close affiliation with Orientation Leaders.

It will be YOUR responsibility to contact these individuals and to make sure that they have completed and returned the recommendation forms by **Monday, February 16, 2015** to 100 Oxley Hall. Recommendations can be delivered through campus mail, dropped off in person, or sent electronically to Amanda Yusko at yusko.8@osu.edu.

**University Professional Reference**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
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</thead>
<tbody>
<tr>
<td>College/office:</td>
<td></td>
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<tr>
<td>Email:</td>
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</tbody>
</table>

**Other Reference**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company/Organization:</td>
<td></td>
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<tr>
<td>Email:</td>
<td></td>
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</tbody>
</table>
Verification of Information and Signature

Please check the appropriate box under each statement:

1. I have read everything in this Application Packet, and I have a thorough understanding of its contents. I agree to comply with the stated responsibilities if I accept an offer of employment.
   □ Agree    □ Disagree

2. I understand that, if selected for an interview, the selection committee may review my academic and/or immigration record to determine eligibility.
   □ Agree    □ Disagree

3. I affirm that the information which I have provided on this application form and all other application materials for the position of Orientation Leader are complete, accurate, and true to the best of my knowledge.
   □ Agree    □ Disagree

4. I authorize each employer listed in this application to release to OIA any personnel records that may be requested. I understand that furnishing false information on any part of the application materials may result in cancellation of my application, termination of appointment, and/or disciplinary action pursuant to The Ohio State University Code of Student Conduct.
   □ Agree    □ Disagree

5. If selected as an Orientation Leader, I understand the Summer Semester training requirements listed in this packet (p. 2), and I will make every effort to adjust my schedule to accommodate these expectations.
   □ Agree    □ Disagree

6. I hereby waive any and all rights of access to the recommendation letters which are to be included in my application file for the position of Orientation Leader. This waiver applies to the Family Educational Rights and Privacy Act of 1974, as amended and any other similar legislation. I understand that this document may not be used for any purpose other than evaluation of my qualifications for employment.

   Signature:   Date:

Application Checklist

□ Application deadline **Monday, February 16 by 5 p.m.** (late applications will not be accepted!)
□ Résumé
□ Two (2) recommendation forms, one from a university official and one from a person of your choice
□ Essay questions (no more than 150 words each)
□ Turn in application to 100 Oxley Hall
To the evaluator: The applicant listed above is applying for the position of Orientation Leader (OL) in the Office of International Affairs (OIA) at Ohio State. OLs are undergraduate or graduate students who play an integral role in introducing new international students to Ohio State by connecting new students to important university resources and policies as well as sharing their experiences as successful students. Throughout the academic year, OLs assist our incoming students and their families in a variety of capacities; all to make the newest members of our community excited and prepared to achieve a successful beginning to their Ohio State career. OLs work in collaboration with other OLs, Office of International Affairs (OIA) professional staff, and other University administrators to ensure that new students have a positive check-in and orientation experience.

We are looking for candidates with a high degree of maturity and flexibility who have exhibited significant leadership ability and a willingness to take initiative. In order to assist the selection committee and to best benefit the applicant, please complete all components of this recommendation form.

I know this applicant:

- [ ] Very well
- [ ] Well
- [ ] Casually

Please answer briefly the following questions:

In what context and for how long have you known the applicant?

What do you consider to be the greatest strengths of this applicant?

What qualities could this applicant improve upon?

-Continued-
Please mark the appropriate response:

<table>
<thead>
<tr>
<th></th>
<th>High</th>
<th>Low</th>
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<tbody>
<tr>
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<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Professionalism</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Level of maturity</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Capacity for flexibility</td>
<td>5</td>
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<td>5</td>
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<td>3</td>
</tr>
<tr>
<td>Takes initiative and demonstrates autonomy</td>
<td>5</td>
<td>4</td>
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</tr>
<tr>
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<td>5</td>
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</table>

Overall recommendation (please mark the continuum):

<table>
<thead>
<tr>
<th>Strongly recommend</th>
<th>Do not recommend</th>
</tr>
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<tbody>
<tr>
<td>5</td>
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<tr>
<td>4</td>
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<tr>
<td>2</td>
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<td>1</td>
<td></td>
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Additional comments:

Signature: __________________________ Date: ________________

Completed recommendations for Orientation Leader applicants are due no later than 5 p.m. on Monday, February 16, 2015

Recommendations can be mailed, delivered in-person or emailed as an attachment to the attention of:

Amanda Yusko
Office of International Affairs: International Students and Scholars
100 Oxley Hall | 1712 Neil Avenue | Columbus, OH 43210
614-292-6101
yusko.8@osu.edu

The Office of International Affairs is an Equal Opportunity/Affirmative Action Employer actively seeking diversity in its staff.
Applicant Name (please print):

To the evaluator: The applicant listed above is applying for the position of Orientation Leader (OL) in the Office of International Affairs (OIA) at Ohio State. OLs are undergraduate or graduate students who play an integral role in introducing new international students to Ohio State by connecting new students to important university resources and policies as well as sharing their experiences as successful students. Throughout the academic year, OLs assist our incoming students and their families in a variety of capacities, all to make the newest members of our community excited and prepared to achieve a successful beginning to their Ohio State career. OLs work in collaboration with other OLs, Office of International Affairs (OIA) professional staff, and other University administrators to ensure that new students have a positive check-in and orientation experience.

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Name of recommender:

Local phone: Email:

I know this applicant:

☐ Very well ☐ Well ☐ Casually

Please answer briefly the following questions:

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