

## **Owl Team Leader Position Description Office of Orientation - Summer 2010**

### **Responsibilities**

- Guide and welcome students and parents to campus
- Engage students and parents in all aspects of the orientation program
- Serve as a positive role model and representative of the University
- Facilitate small group discussions and icebreakers
- Introduce students and parents to the services, programs, resources, and involvement opportunities available at Temple University
- Work cooperatively with all University faculty, staff, administration, and students
- Assist with all aspects of summer orientation including, but not limited to, check-in and check-out, escorting students and parents around campus, set-up/tear-down, office duties, participation in meals and evening activities, advising and course registration, and crisis response
- Live in assigned Residence Hall during overnight sessions
- Adhere to the Office of Orientation policies, the University's Student Conduct Code, and all national, state, and local laws throughout the duration of your employment

### **Eligibility Requirements**

- Full time enrollment at Temple University for Spring 2010 and Fall 2010 semesters
- Good academic and disciplinary standing at the time of application and throughout the duration of your employment
- Cumulative grade point average (GPA) of 2.5 or higher at the time of application and throughout the duration of your employment
- Be able and available to attend all Owl Team Spring and Summer trainings and meetings, Orientation Sessions (new student, parent, and transfer) and final orientation/welcome week the week before classes begin in late August\*

### **Work Schedule and Terms of Employment**

- Please note: Due to changes in the summer orientation program this year, exact dates of Owl Team training, orientation sessions, and Owl Team work will be determined at a later date. Tentative dates are listed below.
  - Owl Team Training: 2:00-4:00pm every other Friday during Spring semester 2010; June 21-25<sup>th</sup>, 2010 (9:00am-5:00pm)
  - Orientation Sessions – June 28<sup>th</sup> through August, 29<sup>th</sup>, 2010 (Monday-Fridays)

\*Due to the time commitment required to be an Owl Team Leader, we will not be able to hire students who must take summer session classes, be a Resident Assistant for Fall 2010, or have other engagements that will interfere with Owl Team Leader work.

**Compensation and Benefits**

- Stipend of \$3,200 (pre-tax)
- Housing in a University Residence Hall Room (worth approximately \$1,380)
- Internet connection in Residence Hall Room (worth \$165)
- Summer meal plan (worth approximately \$1,000)
- Complete Owl Team uniform

**Application and Selection Process**

- Completed applications include the following:
  - Owl Team Leader Application Form
  - Essay question answers
  - Creative piece
- Incomplete and/or late applications will not be considered
- Complete applications are due no later than Monday, November 2, 2009, by 5:00pm in the Office of Orientation, Student Center, Suite 318
- All applicants will be notified, through email, by Monday, November 9, 2009, if you have been selected to attend the group interviews



**OWL Team Leader Application – Summer 2010**

Please write legibly.

Name: \_\_\_\_\_ TUID Number: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Major(s): \_\_\_\_\_ School/College: \_\_\_\_\_

Current Cumulative GPA: \_\_\_\_\_

Year (please circle):    FR    SO    JR    SR

Current Status (please circle):    I live on campus/Residence Hall    I live off-campus/Commuter

Are you an international student (please circle):    Yes    No    If yes, from where?

Did you transfer to Temple (please circle):    Yes    No    If yes, from where?

Have you been an OWL Team Leader in the past (please circle):    Yes    No

Did a past OWL Team Leader encourage you to apply? If so, who: \_\_\_\_\_

How did you hear about this position: \_\_\_\_\_

Please list all organizations, programs, activities, involvement, employment, etc. that you have participated in, or currently participate in, at Temple University?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing this application, I give permission to the Office of Orientation to verify my GPA and disciplinary standing. All information provided on this application is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **OWL Team Leader Application Essay and Creative Piece – Summer 2010**

### **Essay**

On a separate sheet of paper, in less than 1,000 words, please respond to the following questions:

1. Why do you want to be an Owl Team Leader? Identify the skills, talents, and characteristics you possess that would contribute to your success as an Owl Team Leader.
2. What did you like best and what did you like least about your own orientation experience?
3. In what ways do you think Orientation should help new students prepare for their first year at Temple University?

### **Creative Piece**

We want to learn about YOU from your application – in no more than one 8 ½ x 11 sheet of paper, please give us a representation of who you are. (This is completely open to interpretation. You can make a collage, draw, insert pictures, write a poem, share your favorite quote(s) or something else – the idea is to be creative and show us who you are.)

Questions? Contact the Office of Orientation at 215-204-8531 or email [orientation@temple.edu](mailto:orientation@temple.edu).

**APPLICATIONS ARE DUE NO LATER THAN MONDAY, NOVEMBER 2, 2009, BY 5:00PM IN THE OFFICE OF ORIENTATION, STUDENT CENTER SUITE 318.**