

Western Oregon University

Orientation PLUS Team
Peer Advisor Position

Application Due:

Tuesday, January 31, 2012

By 10:00 p.m.

Werner University Center Information Desk





**Orientation PLUS Team
Peer Advisor Application
Western Oregon University**



Name _____ V# _____

Campus Address _____

Permanent address _____
(street)

(city)

(state)

(zip code)

E-mail address _____ Cell phone () _____

Year in school as of Fall 2012: Sophomore Junior Senior Super-Senior Other
(circle one)

Gender Identity: _____

Anticipated graduation date _____ Cumulative College GPA _____

High School attended _____ Last Term WOU GPA _____

Do you have any current WOU student conduct or judicial holds or probations? Yes No

Are you a transfer student? Yes/No From Where? _____

Major(s) _____ Minor(s) _____

Please provide brief but thorough answers to the following questions: (type on separate page or write in space provided)

List organizations and/or activities in which you are or have been involved (college, community, high school). Describe any leadership positions you have had in organizing programs/activities or motivating others while at WOU.

What interested you in becoming a PLUS Team Peer Advisor?



Western Oregon University
Orientation PLUS Team
Peer Advisor
Reference Form



Note to Applicant:

Please read this form and give it to a reference who can adequately respond to your ability and potential as a PLUS Team Peer Advisor.

To the Evaluator:

_____ has applied for a Peer Advisor position on the orientation Peer Leader Understanding Students (PLUS) team at Western Oregon University. As a peer advisor, she/he will introduce entering students and their families to WOU during SOAR and New Student Week by leading discussion groups, assisting students with the advising and registration process, conducting campus tours, and providing students with information on adjusting to college life.

Please note: The Buckley Amendment allows students the right to see her/his personal records unless the applicant has waived that right. This reference may be viewed by the applicant. The applicant's signature below constitutes a waiver; no signature means the student will have the right to read this reference.

 Applicant's Signature

 Date

Please use the following rating scale to assess the following areas:

1	2	3	4	5
Unacceptable		Average		Excellent

_____ Ability to manage time and finish tasks on time.
 Comments:

_____ Ability to make decisions and solve problems.
 Comments:

_____ Ability to deal with stressful situations.
 Comments:

_____ Ability to relate well with students, parents, faculty, and staff.
 Comments:

_____ Attention to detail in their work.
 Comments:

_____ Ability to communicate effectively one-to-one.
Comments:

_____ Ability to work well in a team environment.
Comments:

_____ Ability to lead a small group of peers and present information.
Comments:

_____ Ability to represent a positive image of WOU to incoming students and families.
Comments:

_____ Ability to work well with people with diverse backgrounds, lifestyles, and interests.
Comments:

Overall Recommendation (Check one – please give your most accurate assessment):

_____ Outstanding applicant (*very hireable at this time*)

_____ Strong applicant (*high potential with training*)

_____ Acceptable applicant (*hireable; some concerns*)

_____ Weak applicant (*many concerns; much training may resolve these concerns*)

_____ Unacceptable applicant (*not hireable at this time*)

Comments:

How long have you known applicant: _____
How well do you know the applicant? (5 = very well, 3 = casually, 1 = acquaintance) _____

Signature of reference _____ Title _____

Print Name of Reference _____ Date _____

Relationship to Applicant _____

Reference forms due: Tuesday, January 31, 2012

**Please send the reference forms back in an envelope marked CONFIDENTIAL to
Megan Habermann, Assistant Director of Student Leadership & Activities
Western Oregon University, 345 N. Monmouth Ave., Monmouth, OR 97361.**

Western Oregon University
Orientation PLUS Team
Peer Advisor
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Orientation PLUS Team
Peer Advisor
Position Description
Western Oregon University



The Offices of Admissions and Werner University Center, Student Leadership & Activities are hiring approximately 25 WOU students to serve as members of the Orientation **Peer Leaders Understanding Students (PLUS)** Team. Following is a position description which outlines eligibility requirements, time commitments, responsibilities, and information concerning training and compensation.

The following items are required responsibilities for the PLUS Team Peer Advisor Position:

- Early Bird Registration for Transfer Students is Saturday, **May 12, 2012**.
- The Summer Orientation, Advisement, and Registration (SOAR) program will be held during the summer. SOAR Training will be on **Thursday, June 21, 2012**. SOAR dates are listed below:
 - **June 22**
 - **July 13**
 - **July 14**
 - **July 28**
- New Student Week will take place **September 16-23, 2012** with a training retreat on **September 14 & 15**.
- Homecoming will likely take place on a weekend in October or November of 2012, but may occur at a different part of the year. PLUS Team members will be notified with the date well in advance. Peer Advisors will assist with the organization and implementation of this program.
- All training sessions during spring term 2012 are mandatory. These will be held on Thursdays from 3:30-6:20 p.m. See "Training" below.
- PLUS Team members that already have at least one year experience on the PLUS Team, and are selected for this year's team, are also required to attend two additional PLUS Team returner meetings to be determined.

The following items are voluntary, but are highly recommended that you attend (and they are great fun and learning!)

- PLUS Team retreat: April 20-22, 2012.

Students selected for the Orientation PLUS team will serve as the university's official student representatives for new students and their families during both SOAR and New Student Week programs. Attendance at all programs is **required**.

Members of the Orientation PLUS team will:

- Facilitate small group discussions;
- Assist new students with advisement and registration;
- Give campus tours and/or presentations;
- Serve on student/faculty panels;
- Participate in Early Bird Registration, SOAR, and New Student Week retreats and activities;
- Assist in planning New Student Week Activities;
- Encourage and motivate new and current WOU students to participate in New Student Week events and student activities;
- Work collaboratively with student groups such as ASWOU and the University Residences staff during New Student Week.
- Participate in Homecoming and Family Weekend activities as assigned.

Training

Orientation PLUS team members are **required** to participate in weekly training during Spring Term on Thursdays from 3:30-6:20 p.m. Credit is available to those students interested and PLUS Team members will be compensated for attendance at these sessions.

Topics to be covered in training include peer advising, WOU history, leadership and communication skills development, identification of campus resources, and the developmental issues and needs of new students and their parents in the transition to college.

Qualifications

The Orientation PLUS team will consist of approximately 25 student paraprofessionals who must meet the following qualifications:

- Current full-time WOU student.
- Completed at least one year at WOU by the end of Spring 2012 (First-year students for 2011-2012 are eligible to apply)
- Will continue as a full-time WOU student for Fall 2012.
- Is and continues to be a full-time student in good standing (academic & judicial) with a minimum cumulative 2.25 GPA at the time of application, during the duration of the contract period and including summer term classes.
- Comply with terms of the PLUS Team contract during the contract period.

PLUS team members should:

- Have a working knowledge of WOU, its services, and the surrounding community;
- Display a genuine interest in the problems and concerns facing new students;
- Have an ability to relate comfortably to individuals of various ages, racial and ethnic backgrounds, and lifestyles.

Note: Diverse academic and co-curricular backgrounds, as well as geographic origin, gender balance, transfer status, non-traditional students and racial/ethnic diversity will be considered in staff selection.

Note: All students selected to the orientation PLUS Team must agree to a criminal and/or motor vehicle background check.

Compensation

Orientation PLUS team members will receive a salary of approximately **\$1,720** (based upon hourly wages). There is mandatory attendance at all training sessions, retreats, and orientation programs. PLUS members will also have an opportunity to earn three hours of upper-division elective credit through ICS 304 (404 for returning PLUS Team members)

Although there are several advantages to being an Orientation PLUS team member there are things to consider:

- Time constraints during winter, spring, summer, and the beginning of fall term during New Student Week.
- Personal sacrifice of other activities/positions.
- Inability to serve both as a Resident Assistant and a PLUS Team member in the same term.
- Reduced income from other jobs due to Orientation PLUS position.

Benefits:

- Being a part of an amazing team.
- Increased knowledge of Western Oregon University.
- Understanding of your own strengths and weaknesses.
- Opportunity to meet and interact with people of different backgrounds, interests, and beliefs.
- Valuable work experience to include on resumes and to discuss at job interviews.
- Chance to be directly involved with helping new students and their families make their adjustment to university life.