

NEW STUDENT ORIENTATION PROGRAM 2010

Barnard College • Columbia College • The Fu Foundation School of Engineering and Applied Science
Barnard College Activities Office • 100 Brooks Hall • 212 854 2096
Columbia Office of Student Development and Activities • 515 Lerner Hall • 212 854 3611

ORIENTATION COORDINATOR APPLICATION - PAGE 1

Please provide the following personal information:

First Name: _____ Last Name: _____

School: _____ Class Year: _____ Gender: _____ T-Shirt Size: _____

Home Address: _____ Campus Mailbox Number: _____

Home City: _____ Home State: _____ Home Zip Code: _____

E-mail Address: _____ Telephone Number: _____

If you are not selected as a Coordinator, would you like to be considered for the following positions?

If yes, please check the appropriate boxes below:

Publications & Technology Coordinator (*Committee*)

Business & Administrative Coordinator (*Committee*)

Programming Coordinator (*Committee*)

Personnel Coordinator (*Committee*)

Crew Chief

Orientation Leader

Please provide a typed, 500 word response to two of the following three questions:

Attach your responses in .doc or .pdf format with the file name "LastName,FirstName-Supplement"

- What have your leadership experiences helped you to learn about yourself and how do you hope to use that knowledge in the position of NSOP Coordinator?
- What are some examples of effective teamwork? How would you overcome a dividing force or members of a team?
- What components are critical for the development and implementation of a successful orientation program? Some things to consider are the preparation and planning during the summer, the actual orientation program, navigating relationships with administrative offices and issues new students might face.

Please provide a current resume that highlights your cocurricular experiences while at Columbia or Barnard and any work and leadership experiences outside the University Community.

Attach your resume in .doc or .pdf format with the file name "LastName,FirstName-Resume"

ORIENTATION COORDINATOR APPLICATION - PAGE 2

Please use the check boxes to represent your availability:

| | <i>Wednesday November 4</i> | <i>Thursday November 5</i> | <i>Friday November 6</i> |
|-----------------|---------------------------------|--------------------------------|------------------------------|
| 9:00am-9:30am | | | |
| 9:30am-10:00am | | | |
| 10:00am-10:30am | | | |
| 10:30am-11:00am | | | |
| 11:00am-11:30am | | | |
| 11:30am-12:00pm | | | |
| 12:00pm-12:30pm | | | |
| 12:30pm-1:00pm | | | |
| 1:00pm-1:30pm | | | |
| 1:30pm-2:00pm | | | |
| 2:00pm-2:30pm | | | |
| 2:30pm-3:00pm | | | |
| 3:00pm-3:30pm | | | |
| 3:30pm-4:00pm | | | |
| 4:00pm-4:30pm | | | |
| 4:30pm-5:00pm | | | |

Application Checklist: *Please be sure you have completed the following before submitting your application.*

- Application, including interview availability
- Responses to two question (500 words each, maximum)
- Current Resume
- Recommendation
- *Reminder: Prepare a two-minute speech welcoming the Class of 2014 to present at your interview. Please DO NOT attach your speech to this application.*

I understand that entering my full name and UNI in the appropriate fields below takes the place of my legal signature. *(If submitting this form on paper, you must sign it)*. By submitting this form, I affirm that all the information contained herein is true and accurate to the best of my knowledge. I have reviewed the page titled "Orientation Coordinator Responsibilities," and should I be selected as an Orientation Coordinator, I understand what is expected of me. Also, I agree that the University may check to see that I am in good academic and judicial standing.

By checking this box, I understand that I will be required to attend training from 9 am - 11 am on Fridays beginning February 19, 2010 through the end of the semester.

By checking this box, I understand that I will be required to attend a Committee Retreat from Friday, February 26 - Sunday, February 28, 2010.

UNI: _____ Signature & Date: _____