

THE UNIVERSITY OF ARIZONA®

2014 Orientation and Welcome Leader Recommendation Form and Job Description

What is New Student Orientation?

New Student Orientation and Wildcat Welcome is a program designed to help our newest Wildcats become familiar with our campus while preparing for academic success. The New Student Orientation program includes placement testing, academic advising, course registration, and opportunities to meet other new students. New Student Orientation is offered many times throughout the summer (May – August) with Welcome activities taking place the week prior to and the first week of school. All of the orientation sessions and welcome activities are offered on-campus.

What does an Orientation and Welcome Leader do?

Orientation Leaders provide guidance and information about The University of Arizona to new students and their guests. Responsibilities of a leader include, but are not limited to:

- Represent student experience at the University of Arizona
- Must take initiative, follow instructions, be flexible, and punctual
- Leading student group discussions pertaining to University policies and environment
- Giving brief tours of campus and highlighting various aspects of campus life
- Meet, greet, and mingle with new students, parents, and guests
- Providing assistance with course availability and course registration
- Assembling of program materials, including folders and assisting with check-in
- Drawing from personal experiences to answer questions that may pertain to the UA with positive attitude and demeanor
- Work hours during each program will include early mornings and late evenings often in the summer heat and will involve the lifting, carrying and sorting of boxes and paper, while guiding participants and assisting fellow team members with assigned duties.
- Answer repetitive questions while maintaining a positive attitude and demeanor.

QUESTIONS?

If you have any questions regarding our programs or the application process, you may contact Evan Boldt at eboldt@email.arizona.edu.

ORIENTATION AND WELCOME LEADER RECOMMENDATION FORM

NOTE: The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's inspection. The law also permits the student to waive his/her right to inspect letters of recommendation. 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:** _____
****If signed, please put in envelope with signature on seal****

The person named below has applied to work as an Orientation and Welcome Leader for The University of Arizona and has given your name as a reference. Your recommendation is an important part of the application process and we appreciate your responding to this request. A job description is listed in order to assist you with writing your recommendation.

Name of Applicant: _____

Capacity in which you know the applicant: _____

Length of time you have known the applicant: _____

Your name: _____ **Phone:** _____

Title/Position: _____

Mailing Address: _____

City/State/Zip: _____

Please identify the level at which the applicant has performed the qualities listed below according to the scale provided:

Skill	Excellent	Good	Fair	Poor	No basis for judgment
Leadership Skill					
Reliability/Responsibility					
Self-Confidence					
Adaptability/Flexibility					
Emotional Maturity					
Communication Skills					
Attitude					
Cooperation with others					

Please feel free to provide further comments on an additional sheet of paper that will assist in the selection process.

Signature: _____ **Date:** _____

Please return the reference to the student in a sealed envelope (*with your signature across the seal*).

Candidates should turn in a completed recommendation form to the Admissions front desk located in Bear Down Gym by January 21, 2014 or during their group interview scheduled after this date. Online applications must be received by January 21, 2014.

Mark envelope: ATTN: Orientation-Evan Boldt, Letter of Recommendation, YOUR FIRST AND LAST NAME.