New Student Orientation (NSO) 2016 Summer Leader Application

Deadline: Friday, February 12, 2016 at 4:00 p.m.

Online application form: https://www.surveymonkey.com/r/16Sumleader

The Student Involvement and Leadership Development program, a part of the Student Life and Development (SLD) Office, is dedicated to engaging all students in leadership opportunities that encourage personal empowerment and growth. As such, a select group of current students are hired on an annual basis to serve as New Student Orientation (NSO) Summer Leaders for incoming first year and transfer students matriculating in to the University of Hawai‘i at Mānoa (UHM). The SLD office is currently seeking applications from those who are interested in serving as leaders during the summer of 2016.

2016 Summer Leader Job Description

As part of their duties, all NSO Summer Leaders will...

1. Participate in summer training by enrolling in and successfully completing EDEA 370 (OC and WI focus) during Summer Session II online (beginning June 20, 2016 and in-person from July 5, 2016 until August 21, 2016 exact meeting times to be announced) which includes a two overnight retreat starting the afternoon of Friday, July 15, 2016 through Sunday, July 17, 2016 (note: this is the only projected weekend commitment for the position);
2. Research and learn more about the UHM campus to provide comprehensive and informative tours for NSO participants;
3. Create and present relevant programming for incoming students based on the NSO curriculum and learning objectives;
4. Develop and be able to convey a working knowledge of academic programs, campus services, and co-curricular involvement opportunities through training sessions conducted by University staff, faculty and partners;
5. Acquire enhanced listening, speaking and interpersonal relation skills and be able to apply them in real-life situations and
6. Act as ambassadors for the UHM campus, representing the SLD Office at formal and informal gatherings of incoming and admitted students that may also include members of their families in the following capacities:
   - ensuring an engaging and welcoming campus experience for those new to the Mānoa campus
   - effectively communicating and modeling leader-like behavior as it applies to UHM policies, procedures, and/or rules
   - providing one-on-one mentoring and assistance to incoming freshmen and transfer students as well as their family and support members as needed
• delivering excellent customer service through interactions with participants at NSO orientation sessions
• additional duties as assigned throughout their tenure as a NSO Summer Leader.

Eligibility
Be a classified UHM student who:
• is available during the aforementioned dates. In addition, leaders are required to be on campus from as early as 6:00 a.m. and as late as 6:00 p.m. on orientation session days. (For more information on timing, please contact us via email at nso2@hawaii.edu)
• has successfully completed at least 12 college credits by the end of the Fall 2015 semester and is projected to complete at least 9 credits at UHM by the end of the spring 2016 semester
• possesses a minimum cumulative grade point average of 2.5
• is motivated, positive and willing to take initiative in leadership positions
• has a strong desire to give back to the UHM community
• is available to attend all training sessions, EDEA 370 class meetings and on NSO session days
• will not be enrolled in any additional courses during Summer Session II, unless approved by the NSO Coordinator

Ideal candidates will possess…
1. an open mind who is eager to learn and explore different points of view;
2. a desire to serve others;
3. the ability to work under moderate supervision;
4. effective communication and listening skills that they can utilize when speaking to incoming and current students, their family members, and the general community in small and large group settings as per their assignments;
5. mature judgment, good humor, flexibility, and patience;
6. a familiarity with the UHM campus, resources, and its various programs, including NSO;
7. a willingness to appropriately confront any situation where conduct or behavior is inappropriate;
8. enhanced skills to make sound decisions, accept new tasks, and take on additional responsibilities;
9. the ability to complete assignments punctually and carry out the responsibilities related to this position reliably and conscientiously.
Benefits and Remuneration
1. Develop leadership skills which include communication, collaboration, consensus, decision-making, conflict management, problem-solving, and strong interpersonal relations.
2. The opportunity to network and work closely with other students, faculty members and staff at the University of Hawai‘i Mānoa.
3. Although this is a voluntary position, a monetary stipend ($1,600) will be awarded to those who successfully complete their commitment to the NSO program (stipend is released in increments throughout the duration of commitment).

How to Apply
1. Fill out and complete the online application form below: https://www.surveymonkey.com/r/16Sumleader
2. Sign up for a group interview in person at the SLD office (Campus Center 208) by 4:30 p.m. on Friday, February 12, 2016. Group interviews are scheduled for Saturday, February 20, 2016. The group interview is a mandatory component of leader selection. At the group interview, applicants will engage in various activities and discussions in which the selection committee will assess how well potential leaders interact with others. Three sessions will be made available on this date. Applicants must sign up for one of these sessions after they submit their application. Those who do not sign up for a group interview time slot or fail to show up to one of the group interview sessions will not be considered for the position. All applicants will be contacted regardless if they are invited to the next interview phase.
3. Applicants who successfully complete the group interview phase will be invited to a 30-minute individual interview that will be scheduled between February 29th and March 11th. A representative from the SLD office will contact you to schedule your individual interview time.

Selection of Summer Leaders
Final selection of Summer Leaders will be completed on or around March 18, 2016 and all applicants, regardless of the decision, will be notified shortly thereafter via email. All leaders will need to be available for a group and individual photo shoot before the end of the Spring 2016 semester (date and time to be announced.) Leaders will be asked to meet for approximately two hours for the photo shoot. These photos will be used to promote the NSO and other Student Life programs through correspondence with participants (e.g. postcards, brochures, etc.) on campus bulletin boards and on the SLD and NSO media sites.
Applicants who have specific questions or would like to receive more information are encouraged to attend one of the informational sessions below:

- Tuesday, January 19, 2016, 9:30 - 10:30 a.m., Campus Center 310
- Wednesday, January 20, 2016, 11:00 a.m. - 12:00 p.m., Campus Center 308
- Wednesday, January 20, 2016, 3:30 - 4:30 p.m., Campus Center 309
- Thursday, January 21, 2016, 3:30 - 4:30 p.m., Campus Center 307

If you cannot attend one of the information sessions above, please contact the NSO office located in Campus Center 208 between 8am to 4:30pm; call (808) 956-3667, or email us at ns02@hawaii.edu.

The University of Hawai‘i is an equal opportunity/affirmative action institution. It is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation or status as a disabled veteran or veteran of the Vietnam era. The policy covers academic considerations such as admission and access to and participation and treatment in, the University's programs and activities.