

HOBART AND WILLIAM SMITH COLLEGES
2023 Orientation Coordinator Application

Please type or print neatly

SECTION A: Applicant Info

Name: _____

Student ID Number: _____

Current Residence (Building): _____

Cell Phone: _____

Summer 2023 Mailing Address: _____

Cumulative GPA: _____

Class Year: _____

Major: _____

Minor: _____

Have you previously worked for the Colleges? Yes ____ No ____

If yes, which department? _____

Are you currently on social probation? _____ Yes _____ No

Are you currently on academic probation? _____ Yes _____ No

Have you ever received disciplinary sanctions at the Colleges? Yes _____ No _____

If yes to any of these, please explain:

Have you worked for Orientation before? _____ Yes _____ No

When? _____

If yes, in what position? _____

What were your primary responsibilities? _____

Who will be submitting your Faculty/Staff recommendation?

Application due Friday, March 10 at 5:00PM
Kristen Tapscott, Associate Dean of Student Engagement
ktapscott@hws.edu

SECTION B: Cover Letter, Resume, and Recommendation

Please submit your current resume in addition to a cover letter. Your resume should include relevant skills, co-curricular involvement, and all past work experience including past participation in Orientation. The Salisbury Center for Career, Professional and Experiential Education has many resources available to assist you in preparing your resume. Visit their website for resume and cover letter guidelines and help.

In addition to your cover letter, application, and resume, candidates must submit one faculty/staff recommendation. The Orientation Coordinator Reference Form is located on the Orientation website. Please share this link with your faculty/staff member to complete. They do not need to submit a separate letter.

SECTION C: Short Answer

Short Answer Questions:

1. The Classes of 2027 will come to Hobart and William Smith Colleges with richly diverse backgrounds and experiences. What ideas do you have to train and prepare your student staff (OLs and OMs) to best orient new students with diverse backgrounds? (1 paragraph)
2. Why are you interested in the Orientation Coordinator position and what strengths will you bring to the position? (1 paragraph)
3. What are your goals for a successful orientation program and how will you work to achieve them? (1 paragraph)
4. What are 1-2 significant challenges you anticipate facing if you are selected to be an OC? How will you overcome these challenges? (1 paragraph)

SECTION D: Interview Availability

Orientation Coordinator Interviews:

All applicants will participate in a 30 minute interview during the week of March 13, 2023.

Please indicate your availability on the following days and times. Check boxes that indicate when you ARE AVAILABLE.

	3:00pm- 3:30pm	3:30pm- 4:00pm	4:00pm- 4:30pm	4:30pm- 5:00pm	5:00pm- 5:30pm	5:30pm- 6:00pm
Monday, March 13						
Tuesday, March 14						
Wednesday, March 15						
Thursday, March 16						

If you are currently abroad, please contact Kristen Tapscott ktapscott@hws.edu to coordinate a Zoom interview. Interview dates and times will be confirmed prior to your interview.

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Kristen Tapscott, Associate Dean of Student Engagement
ktapscott@hws.edu*

Orientation Coordinator Application Check List

*All materials should be submitted to Kristen Tapscott
ktapscott@hws.edu*

- Completed Applicant Info (Section A)**
- Cover Letter, Resume, Recommendation Form (Section B)**
The recommendation form will be submitted by the faculty or staff member completing your recommendation. You should share the link to the recommendation form on the Orientation website with the person completing your recommendation.
- Short Answer Responses (Section C)**
- Interview Availability (Section D)**

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