Orientation Leader Application:  
Fall 2015 International Student Orientation

Thank you for your interest in the Orientation Leader positions. The Office of International Education is looking to fill 4-5 positions for Orientation Leaders and are searching for a diverse group of students who are committed to welcoming international students to the campus community in Fall 2015. It is anticipated that Orientation Leaders would work (paid) 4-6 hours every day, with morning/afternoon shifts and afternoon/evening shifts. **International Student Orientation will take place Thursday August 13th-Friday 21st, 2015.** Please read the duties and criteria detailed below and fill out the application in the spaces provided below.

**APPLICATION DUE DATE IS FRIDAY, MONDAY April 20th at 5:00 PM.** Applications received after this will only considered at our discretion. Please PRINT OUT the form below, and bring to WU 145. Handwritten or typed responses are acceptable. If you have any questions, please e-mail iss@ipfw.edu or come to WU 145.

<table>
<thead>
<tr>
<th>Duties</th>
<th>Criteria</th>
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<tbody>
<tr>
<td>Make copies of immigration documents</td>
<td>Have at least sophomore standing or 2nd year graduate student for Fall 2014 at IPFW</td>
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<td>Give campus tours</td>
<td>Must have about a 2.5 GPA</td>
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<td>Give MyIPFW presentation</td>
<td>If you do not have one, must be willing to get a Social Security Number</td>
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<td>Direct students to appropriate campus</td>
<td>MUST be able to work during orientation week and attend meeting one day during week prior to orientation week</td>
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<td>resources</td>
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<td>Guide students to campus offices</td>
<td>It is preferable that you speak more than one language</td>
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<td>Set up/Clean up food and beverages</td>
<td>Excellent cross-cultural communication skills</td>
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<td>Assist students with shopping</td>
<td>Sense of confidentiality</td>
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<td>Respond to student inquiries</td>
<td>Willing to take initiative</td>
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<td>Welcome students and engage in conversation</td>
<td>Outstanding leadership skills</td>
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<td>Lead a student panel about International Student Success and possibly participate in the International Peer Mentor Program</td>
<td>Be able to give a brief introduction/summary about IPFW’s services and students’ activities</td>
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<td>Other duties as assigned</td>
<td>Able to follow directions and be punctual</td>
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**PROPOSED TIMELINE (Subject to Change):**

- Application Due: Monday, April 20th
- Schedule In-Person Interviews: Thursday, February April 24th and 25th
- Conduct In-Person Interviews: Monday, April 27th – Wednesday April 29th
- Inform Applicants of Decisions and Orientation Training: May 6th – May 8th
- **Mandatory Orientation Leader Training – Tuesday, August 11th, 2015**
- **International Student Orientation - Thursday August 13th-Friday 21st, 2015.**
Family/ Last Name: __________________________ First Name: ______________________________

Student ID #:___________________________ Phone #: __________________________

Email: __________________________________________

Local Fort Wayne Address: ________________________________

QUESTIONS:
Why are you interested in being an Orientation Leader? ________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Describe your work/ volunteer experience in the space provided:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What are your hobbies/ interests? _______________________________________
________________________________________________________________________
________________________________________________________________________

Please site a specific example of how you have been a mentor or a leader in the past?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Would you be interested in being a driver of a 15 passenger van? Yes / NO

What is your current cumulative GPA? ______/ 4.00

Please circle the academic level you will be at for the Fall 2015 semester:

Sophomore          Junior          Senior          2nd Year Graduate

What is your major and minor (if applicable)? ________________________________
Would you have any time conflicts during Orientation Week? ____________________________

If you speak other languages besides English, please fill out the language portion below.

1. LANGUAGE: _______________________
   PROFICIENCY (Circle the most accurate descriptions):
   Speaking: Basic, Intermediate, Advanced, Fluent
   Listening: Basic, Intermediate, Advanced, Fluent
   Writing: Basic, Intermediate, Advanced, Fluent
   Reading: Basic, Intermediate, Advanced, Fluent

2. LANGUAGE: _______________________
   PROFICIENCY (Circle the most accurate descriptions):
   Speaking: Basic, Intermediate, Advanced, Fluent
   Listening: Basic, Intermediate, Advanced, Fluent
   Writing: Basic, Intermediate, Advanced, Fluent
   Reading: Basic, Intermediate, Advanced, Fluent

3. LANGUAGE: _______________________
   PROFICIENCY (Circle the most accurate descriptions):
   Speaking: Basic, Intermediate, Advanced, Fluent
   Listening: Basic, Intermediate, Advanced, Fluent
   Writing: Basic, Intermediate, Advanced, Fluent
   Reading: Basic, Intermediate, Advanced, Fluent

Additional information about yourself or your abilities that you would like us to know: _______
______________________________________________________________________________
______________________________________________________________________________