On behalf of the Counseling & Testing Center/Special Needs Services, we are excited about your interest in becoming a Vikings Assisting New Students (V.A.N.S.) Orientation Leader in 2019. We are in need of outgoing, friendly, energetic and hardworking individuals to help welcome new students to Elizabeth City State University (ECSU) and make their transition to college smooth and memorable. Thus, we are looking for the best of the best in order to create a strong team of orientation leaders to represent our department and University. Best of luck in the application process, and Go Vikings!
To apply for the Vikings Assisting New Students (V.A.N.S.) Orientation Leader position, a student:

- Must have completed 12 credits at ECSU by the end of the Fall 2018 semester.
- Must have a cumulative GPA of 2.5 or higher at the end of the Fall 2018 semester. **This GPA minimum requirement must be maintained during the term of employment.**
- Must be registered as an ECSU degree-seeking undergraduate student for at least 12 credits during both the Spring 2019 and Fall 2019 semesters.
- Must be in good standing with ECSU and the Office of Student Affairs (i.e. no disciplinary probation, etc.)
- Must be available to attend V.A.N.S. training and supplemental activities during the Spring 2019 semester. Weekly training sessions will be scheduled by Ms. Fox., Advisor. V.A.N.S. must have flexibility in their course schedule to accommodate training sessions.
- Must have effective communication, leadership, customer service and organizational skills.
- Must have a positive attitude and an ability to work as a team member.
- Must have respect for and appreciation of, the diversity of the incoming ECSU student population.
- Must be willing to work/volunteer daytime, evening and weekend hours as scheduled
- Must be available between June –August 2019 for New Student Orientation (NSO).
- Must be available to assist with Open House as scheduled by the Office of Admissions and Recruitment.
ORIENTATION AND WELCOME LEADER
POSITION DESCRIPTION:

Each year the Counseling & Testing Center/Special Needs Services selects a group of mature and dedicated undergraduate leaders to assist with implementing ECSU’s New Student Orientation (NSO). In this capacity, V.A.N.S. serves as peer advisors and resource persons to new students and parents attending orientation.

The leaders fulfill the mission of the Counseling & Testing Center/Special Needs Services through their strong commitment to aid students and parents in their smooth transition to ECSU. A V.A.N.S. Orientation Leader is a member of the Counseling and Testing/Special Needs Services student staff. After completion of the training program, they assist with preparation, implementation and breakdown of orientation sessions.

V.A.N.S. are supervised by Ms. Danielle Fox as well as other staff members within the Counseling and Testing Center/Special Needs Services Office.

GENERAL RESPONSIBILITIES:
As Orientation leaders, you will be required to carry out general responsibilities such as participating in staff training, attending staff meetings and events, planning, preparing and executing orientation related programs and activities which includes assisting new students and their families. You will be given a schedule of all orientation responsibilities at the beginning of the Spring 2019 semester. This schedule may be subject to change.

OTHER EXPECTATIONS:
- Continuously build knowledge-base and enhance skills
- Show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Treat students, families, and other team members with respect; work with integrity; uphold University values.
- Prioritize and plan work activities; use time efficiently and complete tasks on time.
- Volunteer readily; ask for and offer help when needed.

EMPLOYMENT INFORMATION & COMPENSATION
- This position includes on-campus housing for the Summer 2019 at no cost.
- All meals during orientation are provided.
- You are expected to work 2 out of the 3 orientation sessions.
- Compensation will be provided for each orientation session that is worked.
CHECKLIST AND TIMELINE

Please review the following checklist prior to submitting your application. The selection committee will not consider late or incomplete applications. Once you have determined that your application is complete, please submit all application material listed below.

- Completed Application Form; please fill out pages labeled at the top 1-3 legibly
- Resume
- 2 letters of recommendations, in this packet (in a separate sealed envelope with applicants name on the outside) * Fall 2018 freshmen and transfers may use a high school/community college teacher if needed.

The application materials must be completed and submitted to the Counseling & Testing Center/Special Needs Services, Griffin Hall Suite 500 by Monday, October 12, 2018 by 4:00 PM.

TIMELINE

<table>
<thead>
<tr>
<th>Application Materials Due</th>
<th>Monday, October 12, 2018 at 4:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Interview</td>
<td>Wednesday, November 4, 2018 (4 sessions) *On your application you must choose your time slot</td>
</tr>
<tr>
<td>Individual Interviews</td>
<td>Tuesday, November 10- Thursday, November 12, 2018 (9:00 AM – 4:00 PM) *On your application you must choose your day and time</td>
</tr>
<tr>
<td>Official Hire</td>
<td>After conclusion of Fall 2018 semester (mid-December) *sent via email</td>
</tr>
</tbody>
</table>

Following completion & submission of application packet and all materials, you will be emailed time, date and location for your group interview and individual interview.

** Please note failure to attend an Individual Interview or the Group Process interview disqualifies you as an eligible candidate for the V.A.N.S. position.
Vikings Assisting New Students Application

*This must be filled out completely and submitted with your resume letters of recommendation.

**GENERAL INFORMATION**

Full Name: ______________________/__________________________/___________________
(Last)       (First)       (Middle)

Gender: □ Male       □ Female       Date of Birth: ______________________________

Banner ID Number: _______________       Email Address: ________________________________

Major: __________________________________________________________________

Cumulative GPA: _____________ (New Freshmen leave blank)

Graduation Semester/Year: _______________________________________________________

Local Address: _________________________________________________________________
(Street address - If on campus, mailbox number and residence hall if applicable)

Cellular or Telephone Number: ________________________________________________

**ANTICIPATED COMMITMENTS DURING 2016 CALENDAR YEAR**

List any activities (such as student organizations, outside employment, athletics, etc.) that you plan to engage in during the academic year of employment and the approximate time commitment (in hours) each week.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours per week</th>
<th>Time Frame of Activity (Ex. Monday 6-8 pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GROUP INTERVIEW SESSION PREFERENCE

The group interviews will take place on Tuesday, November 3, 2018 at six different times. The process will take approximately one hour. Please number the sessions in the order you would prefer to attend. You will only have to attend one session, but there is limited space in each section so you may not get your first choice. DO NOT select only one time as it may be unavailable.

Please put a number 1 – meaning 1st choice, 2 meaning 2nd choice, etc.

_________ November 4, 2018 at 10:00 AM – 11:00 AM
_________ November 4, 2018 at 11:00 AM – 12:00 PM
_________ November 4, 2018 at 12:00 - 1:00 PM
_________ November 4, 2018 at 2:00 – 3:00 PM
_________ November 4, 2018 at 3:00 – 4:00 PM
_________ November 4, 2018 at 4:00 – 5:00 PM

INDIVIDUAL INTERVIEW AVAILABILITY

Individual Interview will take place Tuesday, November 10 – Thursday, November 12, 2018 from 9:00 AM – 4:00 PM in the Counseling & Testing Center. Please check all times your available for your interview. DO NOT select only one time as it may be unavailable.

**Tuesday, November 10, 2018**
- 9:00 - 9:30 AM
- 9:30 - 10:00 AM
- 10:00 - 10:30 AM
- 10:30 - 11:00 AM
- 11:00 - 11:30 AM
- 11:30 - 12:00 AM
- 12:00 - 12:30 AM
- 12:30 - 1:00 AM
- 1:00 - 1:30 AM
- 1:30 - 2:00 AM
- 2:00 - 2:30 AM
- 2:30 - 3:00 AM
- 3:00 - 3:30 AM
- 3:30 - 4:00 AM
- 4:00 - 4:30 AM
- 4:30 - 5:00 AM
- 5:00 - 5:30 AM
- 5:30 - 6:00 AM
- 6:00 - 6:30 AM
- 6:30 - 7:00 AM
- 7:00 - 7:30 AM
- 7:30 - 8:00 AM
- 8:00 - 8:30 AM
- 8:30 - 9:00 AM

**Wednesday, November 11, 2018**
- 9:00 - 9:30 AM
- 9:30 - 10:00 AM
- 10:00 - 10:30 AM
- 10:30 - 11:00 AM
- 11:00 - 11:30 AM
- 11:30 - 12:00 AM
- 12:00 - 12:30 AM
- 12:30 - 1:00 AM
- 1:00 - 1:30 AM
- 1:30 - 2:00 AM
- 2:00 - 2:30 AM
- 2:30 - 3:00 AM
- 3:00 - 3:30 AM
- 3:30 - 4:00 AM
- 4:00 - 4:30 AM
- 4:30 - 5:00 AM
- 5:00 - 5:30 AM
- 5:30 - 6:00 AM
- 6:00 - 6:30 AM
- 6:30 - 7:00 AM
- 7:00 - 7:30 AM
- 7:30 - 8:00 AM
- 8:00 - 8:30 AM
- 8:30 - 9:00 AM

**Thursday, November 12, 2018**
- 9:00 - 9:30 AM
- 9:30 - 10:00 AM
- 10:00 - 10:30 AM
- 10:30 - 11:00 AM
- 11:00 - 11:30 AM
- 11:30 - 12:00 AM
- 12:00 - 12:30 AM
- 12:30 - 1:00 AM
- 1:00 - 1:30 AM
- 1:30 - 2:00 AM
- 2:00 - 2:30 AM
- 2:30 - 3:00 AM
- 3:00 - 3:30 AM
Please read the declaration below carefully before signing. Submission of this 2018 Vikings Assisting New Students (V.A.N.S.) application to the Counseling & Testing Center/Special Needs Services affirms your agreement to the statement below.

To the best of my knowledge, the information that I have furnished on this application is true and correct. I realize that intentional falsification of statements on the application will subject me to being disqualified as an applicant: **Initials: __________________**

I have reviewed the Vikings Assisting New Students (V.A.N.S.) Orientation leader job description as attached and understand the requirements, duties and responsibilities of the position (including attendance at spring training, etc.) **Initials: __________________**

I hereby grant the Counseling & Testing Center/Special Needs Services permission to verify my cumulative GPA and student conduct record. By submitting this application, I certify that I currently have or will have a minimum of a 2.5 cumulative GPA and understand that I must maintain a 2.5 cumulative GPA as an undergraduate per semester overall throughout my membership with Vikings Assisting New Students (V.A.N.S.), if offered a position. If offered membership/hired, this release will remain in effect throughout my employment as a Vikings Assisting New Students (V.A.N.S.). **Initials: __________________**

I understand that if offered membership/hired, I am responsible for completing the Spring 2019 training and all other training sponsored by the Counseling & Testing Center/Special Needs Services. **Initials: __________________**

I must have a clear student conduct record to be considered as an applicant for this position. If I am found responsible for a violation of the Student Code of Conduct during my term of membership, I may be terminated from my position, to be determined by the Counseling & Testing Center/Special Needs Services. **Initials: __________________**

Applicant Signature: ____________________________________________

Applicant Banner ID: ____________________________________________

Date: ____________________________________________
Vikings Assisting New Students
Recommendation Form

Applicant Name ________________________________________________________________

Recommendation Completed By __________________________________________________

Title __________________ Department ___________________________

Email __________________________ Phone ( ________ ) _________ - ____________

The above named student is applying for the position of Orientation Leader and requests your recommendation for his/her application. Please return completed evaluation by October 12, 2018.

Please rate the above student on the following criteria.

<table>
<thead>
<tr>
<th>Recommendation Criteria</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reliability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Speaking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to Receive Constructive Criticism</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-Confidence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge of Campus Community</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promptness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patience</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decision Making</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Listening Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desire to Help Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self- Motivation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem Solving</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Integrity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to Relax/Have Fun</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effectiveness as a Role Model</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to Follow Directions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Openness to Diversity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How long and in what capacity have you known the applicant? ____________________________
Would you recommend this person for a position with Vikings Assisting New Students (V.A.N.S.) orientation leaders?

______ Yes ______ With Reservation _______ No

Please include any additional comments or attributes the applicant possesses that you feel are applicable to working with new students and families at Elizabeth City State University. ____________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Signature ___________________________________________________ Date ____/____/____

Please return to the Counseling & Testing Center in one of the following ways:

1. Return to applicant in a sealed envelope with your signature across the seal.

2. Hand-deliver to Griffin Hall Suite 500.

3. Fax to 252-335-3728

4. Campus Mail to Counseling & Testing Center (Campus Box 814) in a sealed envelope with your signature across the seal.

5. Mail to V.A.N.S., Counseling & Testing Center/1704 Weeksville Road/Campus Box 814/Elizabeth City, North Carolina 27909 in a sealed envelope with your signature across the seal.
Applicant Name ___________________________________________________________________

Recommendation Completed By __________________________________________________________________

Title _________________________________ Department _________________________________

Email ____________________________________ Phone ( ________ ) _________ - ____________

The above named student is applying for the position of Orientation Leader and requests your recommendation for his/her application. Please return completed application by October 12, 2018

Please rate the above student on the following criteria.

<table>
<thead>
<tr>
<th>Recommendation Criteria</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reliability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Speaking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to Receive Constructive Criticism</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-Confidence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge of Campus Community</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promptness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patience</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decision Making</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Listening Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desire to Help Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-Motivation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem Solving</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Integrity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to Relax/Have Fun</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effectiveness as a Role Model</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to Follow Directions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Openness to Diversity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How long and in what capacity have you known the applicant? ________________________________
Would you recommend this person for a position with Vikings Assisting New Students (V.A.N.S.) orientation leaders?

______ Yes ______ With Reservation _______ No

Please include any additional comments or attributes the applicant possesses that you feel are applicable to working with new students and families at Elizabeth City State University. ____________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

Signature ___________________________________________________ Date ____/____/____

Please return to the Counseling & Testing Center in one of the following ways:

1. Return to applicant in a sealed envelope with your signature across the seal.

2. Hand-deliver to Griffin Hall Room Suite 500.

3. Fax to 252-335-3728

4. Campus Mail to Counseling & Testing Center (Campus Box 814) in a sealed envelope with your signature across the seal.

5. Mail to V.A.N.S., Counseling & Testing Center/1704 Weeksville Road/Campus Box 814/Elizabeth City, North Carolina 27909 in a sealed envelope with your signature across the seal.