

5. Please provide a short biography in the space below.

6. In the space below please write a letter to an entering student, welcoming him/her to Salem State College. Please use a separate piece of paper if needed.

7. Personal Information

Hometown: _____

High School: _____

Career Goal: _____

Interests:

I understand that my signature below:

1. Certifies that the information, which I am providing within this application, is, to the best of my knowledge, accurate and complete.
2. Certifies that I am not currently on any type of judicial sanction.
3. Indicates that I voluntarily give the Campus Center permission to verify the information that I have provided.

Signature

Date

Return application materials to Ellison Campus Center, Room 218. A review of applications will begin on Wednesday, April 2, 2008. Candidates will be asked to sign up for an interview when their Orientation Navigator application is returned. Please be sure to schedule a time for an interview.

WANTED: STUDENT ORIENTATION NAVIGATORS!

General Information

Student Orientation Navigators are educators and resource persons who serve for periods of training, orientation, evaluation and consultation throughout the year to new students. An honorarium of \$500 is granted in recognition of the leader's service to the College, new students and parents. The honorarium may be awarded through college work-study funds if leaders qualify. Students already approved for the Summer College Work Study Program may also apply for a Student Orientation Leader position as their job placement; such students, however, must also complete an orientation leader application. This honorarium is not a salary and any attempt to equate it to weekly earnings is inappropriate. The full honorarium is paid only to those who complete all periods of service described below. The orientation program is designed as a college/community service opportunity for leaders.

Considerations in Selection

Navigator selection consists of an application and interview process coordinated by the Office of Campus Center Programs and Services. Candidates will be evaluated on the basis of the following criteria:

1. Ability to express oneself in a clear and understandable manner.
2. Ability to establish rapport with other students and parents.
3. Sensitivity to others.
4. Organizational skills and ability to attend to detail.
5. Leadership involvement.
6. Campus/Community volunteer service.
7. Motivation and energy level for the position.
8. Grade point average.

Responsibilities:

1. To attend all scheduled training, orientation and evaluation sessions.
2. To introduce incoming students and family members to the services, programs and facilities of the College.
3. To assist students with academic program planning and registration procedures.
4. To apply the philosophy of education as developed by the orientation staff.
5. To help new students develop positive feelings about their chances of success at the College.
6. To provide a comfortable atmosphere where incoming students and parents may become acquainted with the college and reduce their anxieties.
7. To perform administrative tasks as assigned by the Coordinators of Orientation, e.g., distributing orientation materials and assisting at registration.
8. To work towards a cohesive group spirit among orientation navigators, which capitalizes on each other's skills and maintains spirit throughout the planning, training, orientation, evaluation and follow-up program.

Note: Some of those selected will need to reside in the residence halls.

Period of Service: the demands of the position call for thorough commitment during the following time period:

- **Orientation training will tentatively be held on August 10 -13, 2008.**
- **New Student Orientation tentative dates: August 14th – 15th; 18th – 22nd and 25th – 26th, 2008.**
- **New Orientation program: Community Service Day - August 27th**