Position Description

The Position of Orientation Leader is one that allows a student to make a real contribution to the University and to entering students. Orientation Leaders help new students and their families make a positive transition to UMKC. In addition to improving self-confidence, communication skills, and leadership abilities, Orientation Leaders are some of the best informed students at UMKC and will be part of a close-knit, dynamic group. Orientation Leaders are an integral part of the orientation program, serving as facilitators, hosts, and resources for freshman and transfer students and their family members. They will receive $7.50 per hour (returning OR Leaders will receive $7.75/hr.) for all of their training, meetings and participation in the summer programs.

Candidates chosen to serve as Orientation Leaders will participate in an extensive training program before beginning to lead groups of new UMKC students and parents.

Attendance at All Orientation Dates and Training Dates are required. Summer class schedules, work schedules and vacations should be planned accordingly.

Orientation Leader Training dates:
Friday, March 20, 2009= Orientation Leader Meet and Greet
Friday, April 2, 2009
Friday, April 10, 2009
Friday, April 17, 2009
Friday, April 24, 2009
Wednesday, June 10, 2009
Thursday, June 11, 2009
Friday, June 18, 2009
Friday, June 26, 2009
Friday, July 24, 2009
Thursday, July 30, 2009

New Student Orientation Dates:
Saturday, April 25, 2009 – 6:00 am-5:00pm
Friday, June 12, 2009 – 6:00 am- 5:00pm
Friday, June 19, 2009 – 8:00 am- 5:00pm
Saturday, June 20, 2009 – 6:00 am- 5:00 pm
Saturday, June 27, 2009 – 6:00 am-5:00 pm
Saturday, July 25, 2009 – 6:00 am – 5:00 pm
Friday, July 31, 2009 - 6:00 am- 5:00 pm
Saturday, August 1, 2009 – 8:00 am – 5:00 pm

Completed applications must be submitted by Friday, March 6, 2009 at 5:00 pm.
Please submit completed applications materials to:
Sydney Rogers - UMKC Office of Admissions
5115 Oak Street, 120 Administrative Center
Kansas City, MO 64110
or fax to 816-235-5544

Questions? Contact Sydney Rogers @ 235-1210 or ssrfyb@umkc.edu
APPLICATION FORM
(please print or type)

First Name: _____________________ Last Name: ___________________ MI: ______

Student ID Number: __________________________

Local Street Address: _________________________________________________

Local City/State/Zip: _________________________________________________

Local Phone: (____)_______________________ E-mail: ______________________

Permanent Address: _________________________________________________

City/State/Zip: __________________________________________ Phone: (____)_____

Degree Program: __________________________ Class Level or Year in the Program

Cumulative GPA: __________________________ Expected Graduation Date

Major(s): __________________________ Minor(s): ________________________

Please submit the following credentials with your application. Your application will not be considered without all the information requested.

1.) A current resume detailing work experience and campus/community involvement.
2.) A personal statement explaining why you want to be an Orientation Leader.
3.) A personal statement (200 word maximum) explaining one transition issue that new students encounter when coming to college. Please use a separate sheet.
4.) A letter of recommendation from a UMKC-affiliated individual. This person should describe your knowledge and skills, including the ability to communicate with diverse groups, time management, organization and willingness to serve the University. Please write the name, title and phone number of the individual who will be submitting a letter of recommendation on your behalf.

Name: __________________________ Title: __________________________ Phone: (____)_____

All materials must be submitted on or before Friday, March 6, 2009 at 5:00pm. Interviews will be conducted March 16, 2009-March 18, 2009; based on the number on applicants everyone may not receive an interview. Please indicate prior commitments for the days of March 16th – March 18th by either crossing out or shading in the appropriate boxes. We will assume that any blank spaces are available for interviewing. The shaded areas are unavailable times for interviews.