

## Welcome Week Leader Application

Attached you will find the following:

- ❖ Application form
- ❖ Two reference forms
- ❖ Student welcome week leader job description

Completed applications (form and two reference forms) are due in the Student Life Office, 223 Caine Student Center by **Tuesday, March 6, 2018**.

All applicants must attend one of the Welcome Week leader information sessions on **Thursday, March 8, 2018** in the **Hickman Board Room, Caine Student Center** at Noon **or** 4:00.

If you have any questions, please contact Shantay Ernst at 517-264-3142 or email [sernst@adrian.edu](mailto:sernst@adrian.edu)

## Welcome Week Leader Application

Please return this completed form and two completed reference forms to Shantay Ernst, Student Life Office, 223 Caine Student Center, by **Tuesday, March 6, 2018**.

### PLEASE TYPE

Name:                      Student ID#:

Cell Phone / Phone:                      Caine Box #:

Class Status **Spring 2018**:

Email Address:

Campus or Local Address:

Graduation Date (Month and Year):

Major:                      Minor:                      Cumulative GPA:

No - I am not an RA, Fall athlete or part of the Adrian College Band

Yes - I am an RA, Fall athlete or part of the Adrian College Band (circle one)

List campus and community activities with which you have been involved in while a student at Adrian College.

What aspect(s) of Welcome Week did you find most helpful when you were a new student?

Least beneficial?

Identify three experiences/achievements or areas of personal growth which you consider your greatest accomplishments.

Why do you think you are qualified to be a student Welcome Week Leader?

What do you feel is the greatest adjustment college students have in making the transition from high school to college?

Choose two individuals to complete the attached reference forms. Examples of acceptable references include an academic advisor, a course instructor, an organizational advisor, a coach, an administrative staff member or your RA. Please instruct the evaluator to return the reference form to Shantay Ernst, Student Life Office, 223 Caine Student Center, by **Tuesday, March 6, 2018**.

**Reminder:**

All applicants must attend one of the Welcome Week leader information sessions on **Thursday, March 8, 2018** in the **Hickman Board Room, Caine Student Center** at **Noon or 4:00**.

**CANDIDATE EVALUATION**  
**Welcome Week Leader**

*Academic advisor, course instructor, organizational advisor, coach, administrative staff member or RA should return this completed form to Shantay Ernst, Student Life Office, 223 Caine Student Center.*

**Name of candidate:** \_\_\_\_\_

**How long have you known the candidate?** \_\_\_\_\_

**In what capacity?** \_\_\_\_\_

**Personal Characteristics**

Please rate the candidate on each of the following personal characteristics by placing an X on the continuum. If you do not have knowledge of the candidate in respect to a characteristic, please X NBJ (no basis for judgment).

	weak 1	2	3	4	strong 5	NBJ
Confident						
Open-minded						
Even-tempered						
Creative						
Flexible						
Decisive						
Honest						
Responsible						
Mature						
Enthusiastic						
Sincere/Genuine						
<b>Skills</b>						
Listening						
Communication						
Organization						
Cooperation						
Problem solving						
Time management						
Leadership						
Judgment						
Interpersonal						
Growth potential						

Please provide comments about the candidate's personality, abilities, strengths and challenges. Also elaborate on any previous points. You may use the reverse side of this form.

**Overall recommendation:** \_\_\_\_\_ I recommend \_\_\_\_\_ I do not recommend

Evaluator Name (Please Print) \_\_\_\_\_

Signature of evaluator \_\_\_\_\_ Date \_\_\_\_\_

**Evaluator** to return this form to Shantay Ernst, Student Life Office, 223 Caine Student Center  
**by Tuesday, March 6, 2018**

**CANDIDATE EVALUATION**  
**Welcome Week Leader**

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Please provide comments about the candidate's personality, abilities, strengths and challenges. Also elaborate on any previous points. You may use the reverse side of this form.

**Overall recommendation:** \_\_\_\_\_ I recommend \_\_\_\_\_ I do not recommend

Evaluator Name (Please Print) \_\_\_\_\_

Signature of evaluator \_\_\_\_\_ Date \_\_\_\_\_

**Evaluator** to return this form to Shantay Ernst, Student Life Office, 223 Caine Student Center  
**by Tuesday, March 6, 2018**

## Welcome Week Leader Job Description

### Qualifications:

- Sophomore, junior or senior as of the fall 2018 semester
- Knowledge of Adrian College, reliable, and effective interpersonal skills
- Candidates must be at ease working with groups of students
- Candidates must have a minimum cumulative grade point average of 2.50 and be returning for the 2018 fall semester

Contract dates: August 15 through August 26, 2018

Compensation: \$200.00 paid during the fall semester, room and board during training and welcome week

Position: Up to 30 student leaders facilitating a group of 20-25 students

The purpose of welcome week is to help new students adjust to college life by forming supportive groups with their peers. During welcome week, student leaders serve as group facilitators for the program, and help incoming students make a successful transition to the academic and social climate of Adrian College.

### Specific duties include:

#### *Before Welcome Week*

- Attend an information session with other welcome week leaders during the spring semester.
- Participate in welcome week leader training starting on Wednesday, August 15 through Saturday, August 18, 2018.

#### *During Welcome Week (Sunday, August 19 - Sunday, August 26, 2018)*

- Stay with your group during meals, evening activities, community service events, and other designated activities
- Listen and advise individual students in their groups
- Lead activities with your group and facilitate discussion
- Remind students to attend required activities
- Accompany students on the incoming class trip to Chicago
- Give assistance to the program, as needed (driving vans, giving directions, and welcoming students to residence halls)
- Provide a positive welcome and support to new students

**Questions:** Shantay Ernst, 223 Caine Student Center, 517-264-3142 or [sernst@adrian.edu](mailto:sernst@adrian.edu)