



WESTERN MICHIGAN UNIVERSITY

FIRST YEAR EXPERIENCE PROGRAMS

FALL WELCOME 2010

STUDENT CO-COORDINATOR APPLICATION

Name _____ WIN _____

Address _____

Phone _____ Year in school Fr. So. Jr. Sr.

Major(s) _____ Minor(s) _____

Expected graduation date _____ GPA _____

E-mail address _____

Year(s) served as an Ambassador _____

Would you be available for the Fall Welcome intern position in 2011? (circle one) Yes No

Part A. Please respond to the following questions. Statements should not exceed one type-written page per question. It is important that your typed responses are free from grammatical errors and typos.

1. Why are you interested in being a Fall Welcome Co-coordinator? What would you bring to the position?
2. Describe your vision and your goals for the 2010 Fall Welcome program, and describe how you would accomplish them as a Co-coordinator.
3. List and briefly describe two strengths and two weaknesses.
4. Describe any campus/community leadership experience and relate it to how it will help you serve as a Fall Welcome Co-coordinator.
5. Describe the relationship you think Fall Welcome Co-coordinators should have with Fall Welcome Ambassadors. How would you handle disrespectful Ambassadors?
6. List names of two full-time WMU faculty or staff members (not R.A.s or G.A.s) to whom you have given a reference form.

Part B. Attach resume

Return applications to the Fall Welcome Office
1536 Ellsworth Hall
and sign up for an interview

Application Deadline
Monday, November 30 @ 5:00 p.m.

For more information
Call: 387-2332
E-mail: adrienne.fraaza@wmich.edu

2010 FALL WELCOME CO-COORDINATOR JOB DESCRIPTION

POSITION SUMMARY

The Fall Welcome Co-coordinators play a key role in the planning and implementation of Western Michigan University's Fall Welcome program. They report directly to the Fall Welcome Coordinator, and as a team, they will work closely with the Fall Welcome Intern and other First-Year Experience staff to oversee the development and execution of Ambassador training and the 2010 Fall Welcome program.

MAIN RESPONSIBILITIES

- Assist in the overall coordination of Fall Welcome
- Coordinate and participate in the Fall Welcome Ambassador recruiting, interview, and hiring processes
- Represent Fall Welcome at FYE Kickoff in May
- Assist in the promotion of Fall Welcome during New Student Orientation and Parent Orientation
- Work at Involvement Zone during New Student Orientation
- Oversee logistics and planning for at least three programs to take place during Fall Welcome
- Maintain contact with hired Ambassadors throughout the summer
- Coordinate and participate in Fall Welcome Ambassador training
- Serve as a peer mentor to Fall Welcome Ambassadors
- Work closely with FYE Administrative Assistant to coordinate logistics of events
- Send evaluations and follow up with program participants at the conclusion of Fall Welcome
- Participate in FYE Student Staff retreats (January 22 and April 9)
- Be a positive role model and representative of Western Michigan University by remaining committed to excellence, integrity, communication, and teamwork
- Be flexible with regards to working hours and conditions
- Send weekly task updates to the Fall Welcome team
- Other duties as assigned

QUALIFICATIONS

- Must have served as a Fall Welcome Ambassador
- Ability to handle a stressful environment
- Must understand and believe in the goal and objectives of the First-Year Experience Programs and Western Michigan University
- Must display a positive attitude and enthusiasm for WMU and be knowledgeable of its history, services, and resources
- Must be reliable, energetic, responsible, and a flexible team player
- Must demonstrate interest in helping others
- Must display strong communication, organizational, and leadership skills
- Must have a 2.5 minimum grade point average at the time of application and during employment
- Enrolled in classes at WMU during Spring & Fall 2010
- Must not be on disciplinary or academic probation
- Must be able to interact in large and small group settings with diverse groups of people (students, parents, faculty, and staff members)
- Must follow the WMU Student Code of Conduct including the alcohol and drug policies

TIME COMMITMENT (subject to change)

- Attend bi-weekly or weekly meetings with Fall Welcome Coordinator and Intern, January – August
- Meet 2-3 times per month with other co-coordinators
- Available for 4-10 hours per week from January through April
- Available for 15-40 hours per week from May to August
- Conduct Ambassador interviews in March
- Available for two FYE student staff retreats, on January 22 and April 9, 2010
- Available for the entirety of the Fall Welcome program, August 30 – September 3, 2010
- Facilitate and assist with Fall Welcome Ambassador training, August 27 – 29, 2010
- Available for approximately five hours per week during September

COMPENSATION AND BENEFITS

- \$8.16 per hour, January – September
- Free t-shirts and other WMU paraphernalia
- Fantastic leadership experience!

Please be advised that you are not covered by Western Michigan University's Medical insurance while serving as a Co-coordinator.



Fall Welcome Student Co-coordinator Employment Agreement & Code of Conduct

--SAMPLE--

I, _____ agree to employment as a Fall Welcome Student Co-coordinator for the 2009-2010 year. The First-Year Experience programs are committed to the following values and ethical standards. As a Fall Welcome Co-coordinator, I understand, support, and will adhere to the following values and ethical standards.

I will:

- Be directly responsible to the Fall Welcome Coordinator and ultimately, the First-Year Experience director.
- Fulfill the responsibilities and duties outlined in the Fall Welcome Student Co-coordinator Job Description.
- Perform all job responsibilities and functions as expected by my immediate supervisor and the program.
- Respect the confidentiality of student records and other records in this position. Inappropriate and unauthorized disclosure of student records data is grounds for immediate dismissal.
- Respect the confidentiality of information shared among the First-Year Experience staff.
- Serve as a member of the Fall Welcome team and contribute in positive ways to its cohesiveness and success.
- Abide by all WMU policies [including those stated in the Undergraduate Catalog and Student Code of Conduct and those created and enforced by the First-Year Experience office.]
- Maintain an appropriate professional relationship with all incoming students.
- Ensure that conduct and dress reflect positively on my position as a staff member.
- Wear clothing that promotes the ideals of character, citizenship and civility, and refrain from wearing clothing that promotes alcohol, drugs, cigarettes or other colleges/universities.
- Neither directly nor indirectly promote the use of alcoholic beverages.
- Regardless of my age, refrain from possessing or consuming alcohol on campus (including any WMU apartment or residence hall) during Fall Welcome. I understand that this policy also applies to any First-Year Experience function or program, including transportation to and from such events.
- Demonstrate appreciation of diversity in culture, ethnicity, disability, gender roles, economic class, religion, and sexual orientation.
- Discuss academic issues with Fall Welcome attendees in a non-biased fashion. I will communicate to incoming students that I can only provide an opinion based on experience related to an instructor's lecture and test style. I agree to refer students to their academic advisor for formal advising.
- Promote all options and opportunities at WMU [i.e. I will promote all residence halls, not just the halls I lived in; I will promote all student organizations at WMU, not just organizations of which I am a member].
- Speak positively about WMU and other colleges/universities.

- Promote the WMU Bookstore (in the Bernhard Center) as the bookstore of choice.
- Attend all Fall Welcome training sessions, programs, events, briefings, meetings, and official functions unless specifically excused by the Fall Welcome coordinator in advance.

It is understood that I am:

- Required to maintain at least a 2.50 GPA during my term of employment. Grades will be reviewed following the semester. Failure to meet this requirement will result in termination of employment.
- Required to attend any scheduled Fall Welcome training.
- Required to attend First-Year Experience student staff retreats on January 22 and April 9, 2010.
- Required to complete a formal evaluation of the Fall Welcome Program.
- Not covered by Western Michigan University's Medical insurance while serving as a co-coordinator.
- Compensated an hourly amount of \$8.16. Hours worked will range from four per week in January to approximately 40 hours per week in August. Fall Welcome week will require overtime and co-coordinators will be compensated at time and a half for all hours exceeding 40 hours per week.

It is also understood that this contract will remain in force during the period specified (January through September) provided I fulfill the duties and responsibilities stated in my job description to the satisfaction of the director of the First-Year Experience Programs. Failure to abide by the departmental expectations and policies in the Undergraduate Catalog/ WMU Student Code may result in dismissal. I understand that conditions in the First-Year Experience Programs may necessitate a change in policies and procedures and I agree that I will uphold and abide by all decisions of the director of the First-Year Experience Programs regarding such changes.

I have read and understand the attached responsibilities, requirements, and time commitments. I have read the sample employment agreement and agree to uphold all items if hired. I certify that the information herein is accurate to the best of my knowledge. You have my permission to verify my grade point average and disciplinary standing.

Signature of Applicant: _____ Date: _____

Deadline: November 30 by 5 p.m.

Completed applications may be returned to the Fall Welcome Office in 1536 Ellsworth Hall. Sign up for an interview when you turn in your application. Interviews will be conducted Dec. 8, 10, and 11.

Please be advised that you are not covered by Western Michigan University's Medical insurance while serving as a Co-coordinator.

WESTERN MICHIGAN UNIVERSITY

2010 FALL WELCOME CO-COORDINATOR RECOMMENDATION FORM

Section to be Completed by Applicant Prior to Distribution to Evaluator

Name of Applicant: _____ Phone: _____
 The Family Educational Rights and Privacy Act of 1974 provides the student with a right of access to this form. This right may be waived, but no school or person can require the student to waive this right. Check a statement and sign below.
 I waive my right to review this reference form.
 I do not waive my right to review this reference form.
 Signature of Applicant: _____ Date: _____

To the Evaluator:

This student is applying for the position of Fall Welcome Co-coordinator. If chosen, this student will play a significant role in the overall coordination of the Fall Welcome program, serve as a peer mentor for Fall Welcome Ambassadors, and work with students, parents, faculty and staff, and the greater Kalamazoo community. You can assist in the selection process by completing this form. Return form directly to the Fall Welcome Office. You may be contacted by phone to further discuss a candidate's qualifications.

Name of Evaluator: _____ Phone: _____
 How long have you known the applicant: _____ In what capacity: _____
 I know this applicant Very Well Well Casually Not well enough to evaluate

Personal Characteristics: Check all that apply to the candidate.

- | | | | | |
|--|--|-------------------------------------|--|--|
| <input type="checkbox"/> Accepting of others | <input type="checkbox"/> Confused | <input type="checkbox"/> Excitable | <input type="checkbox"/> Leader | <input type="checkbox"/> Reserved |
| <input type="checkbox"/> Aggressive | <input type="checkbox"/> Conscientious | <input type="checkbox"/> Extrovert | <input type="checkbox"/> Moody | <input type="checkbox"/> Responsive |
| <input type="checkbox"/> Ambitious | <input type="checkbox"/> Cooperative | <input type="checkbox"/> Flexible | <input type="checkbox"/> Motivated | <input type="checkbox"/> Self-starter |
| <input type="checkbox"/> Approachable | <input type="checkbox"/> Creative | <input type="checkbox"/> Focused | <input type="checkbox"/> Openminded | <input type="checkbox"/> Sincere |
| <input type="checkbox"/> Argumentative | <input type="checkbox"/> Deceptive | <input type="checkbox"/> Follower | <input type="checkbox"/> Organized | <input type="checkbox"/> Tactful |
| <input type="checkbox"/> Articulate | <input type="checkbox"/> Decisive | <input type="checkbox"/> Impatient | <input type="checkbox"/> Outgoing | <input type="checkbox"/> Tempermental |
| <input type="checkbox"/> Believable | <input type="checkbox"/> Dependable | <input type="checkbox"/> Insightful | <input type="checkbox"/> Patient | <input type="checkbox"/> Tolerant |
| <input type="checkbox"/> Caring | <input type="checkbox"/> Emotional | <input type="checkbox"/> Introvert | <input type="checkbox"/> Positive attitude | <input type="checkbox"/> Understanding |
| <input type="checkbox"/> Charismatic | <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Judgmental | <input type="checkbox"/> Practical | <input type="checkbox"/> Has respect of others |
| <input type="checkbox"/> Confident | <input type="checkbox"/> Ethical | <input type="checkbox"/> Lazy | <input type="checkbox"/> Quiet | <input type="checkbox"/> _____ |

Abilities

Use the scale to assess the following skills

- 5=Excellent 4=Good 3=Average 2=Fair 1=Unacceptable NA=No basis on which to evaluate
- | | |
|---|--|
| ___ Ability to well work on a team | ___ Ability to listen and follow directions |
| ___ Ability to communicate effectively on an individual basis | ___ Ability to present a positive image of WMU |
| ___ Ability to speak in front of small and large groups | ___ Ability to manage time |
| ___ Ability to relate well with students, parents, faculty and administrators | ___ Ability to solve problems |

Please place a check next to which item describes the applicant:

- | | |
|--|--|
| <u>Ability to work with supervisors</u> | <u>Supervisory needs</u> |
| ___ Independent worker, able to take directions and go | ___ Needs little close supervision, only direction |
| ___ Cooperative in most situations | ___ Does well with regular, routine supervision |
| ___ Rebellious spirit; likes to do his/her own thing | ___ Needs accountability/encouragement to complete tasks |
| | ___ Needs excessive supervision |

On a team of three to five students, this student would likely be

- ___ The leader
 ___ A self-starting team member
 ___ A supportive team member
 ___ A low-initiative follower

Applicant generally deals with conflict by

- ___ Peacemaking ___ Openness to resolution
 ___ Confrontation ___ Lack of cooperation
 ___ Withdrawal/avoidance ___ Defensive/critical attitude

Top three strengths

1. _____
 2. _____
 3. _____

Areas of Growth (required)

1. _____
 2. _____
 3. _____

Please feel free to make any additional comments about this applicant on the back of this form.

- I Do not recommend Recommend with reservations Do recommend Strongly recommend the applicant.

Evaluator Signature: _____ Date: _____

**Evaluator must return this reference form by Monday, November 30, 2009 to
 the Fall Welcome office, 1536 Ellsworth Hall, Kalamazoo, MI 49008-5285
 Fax: 269-387-2114**

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| <input type="checkbox"/> Approachable | <input type="checkbox"/> Creative | <input type="checkbox"/> Focused | <input type="checkbox"/> Openminded | <input type="checkbox"/> Sincere |
| <input type="checkbox"/> Argumentative | <input type="checkbox"/> Deceptive | <input type="checkbox"/> Follower | <input type="checkbox"/> Organized | <input type="checkbox"/> Tactful |
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| <input type="checkbox"/> Believable | <input type="checkbox"/> Dependable | <input type="checkbox"/> Insightful | <input type="checkbox"/> Patient | <input type="checkbox"/> Tolerant |
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Abilities Use the scale to assess the following skills

5=Excellent 4=Good 3=Average 2=Fair 1=Unacceptable NA=No basis on which to evaluate

____ Ability to well work on a team ____ Ability to listen and follow directions
 ____ Ability to communicate effectively on an individual basis ____ Ability to present a positive image of WMU
 ____ Ability to speak in front of small and large groups ____ Ability to manage time
 ____ Ability to relate well with students, parents, faculty and administrators ____ Ability to solve problems

Please place a check next to which item describes the applicant:

- | | |
|---|---|
| <p><u>Ability to work with supervisors</u></p> <p>____ Independent worker, able to take directions and go</p> <p>____ Cooperative in most situations</p> <p>____ Rebellious spirit; likes to do his/her own thing</p> | <p><u>Supervisory needs</u></p> <p>____ Needs little close supervision, only direction</p> <p>____ Does well with regular, routine supervision</p> <p>____ Needs accountability/encouragement to complete tasks</p> <p>____ Needs excessive supervision</p> |
|---|---|

- | | |
|---|--|
| <p><u>On a team of three to five students, this student would likely be</u></p> <p>____ The leader</p> <p>____ A self-starting team member</p> <p>____ A supportive team member</p> <p>____ A low-initiative follower</p> | <p><u>Applicant generally deals with conflict by</u></p> <p>____ Peacemaking ____ Openness to resolution</p> <p>____ Confrontation ____ Lack of cooperation</p> <p>____ Withdrawal/avoidance ____ Defensive/critical attitude</p> |
|---|--|

- | | |
|---|--|
| <p>Top three strengths</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> | <p>Areas of Growth (required)</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> |
|---|--|

Please feel free to make any additional comments about this applicant on the back of this form.
 I Do not recommend Recommend with reservations Do recommend Strongly recommend the applicant.

Evaluator Signature: _____ Date: _____

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