

**HOBART AND WILLIAM SMITH COLLEGES**  
**2024 Orientation Coordinator Application**

*Please type or print neatly*

**SECTION A: Applicant Info**

Name:

Student ID Number:

Current Residence (Building):

Cell Phone:

Summer 2024 Mailing Address:

Cumulative GPA:

Class Year:

Major:

Minor:

Have you previously worked for the Colleges?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, which department?

Are you currently on social probation?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Are you currently on academic probation?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Have you ever received disciplinary sanctions at the Colleges?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

*If yes to any of these, please explain:*

Have you worked for Orientation before?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

*When?*

*If yes, in what position?*

*What were your primary responsibilities?*

Who will be submitting your Faculty/Staff recommendation?

*Application due Friday, March 8 at 5:00PM*  
*Kristen Tapscott, Assistant Vice President for Campus Life*  
*ktapscott@hws.edu*

**SECTION B: Cover Letter, Resume, and Recommendation**

Please submit your current resume in addition to a cover letter. Your resume should include relevant skills, co-curricular involvement, and all past work experience including past participation in Orientation. The Salisbury Center for Career, Professional and Experiential Education has many resources available to assist you in preparing your resume. Visit their website for resume and cover letter guidelines and help.

In addition to your cover letter, application, and resume, candidates must submit one faculty/staff recommendation. The Orientation Coordinator Reference Form is located on the Orientation website. Please share this link with your faculty/staff member to complete. They do not need to submit a separate letter.

**SECTION C: Short Answer**

**Short Answer Questions:**

1. The Class of 2028 will come to Hobart and William Smith Colleges with richly diverse backgrounds and experiences. What ideas do you have to train and prepare your student staff (OLs and OMs) to best orient new students with diverse backgrounds? *(1 paragraph)*
2. Why are you interested in the Orientation Coordinator position and what strengths will you bring to the position? *(1 paragraph)*
3. What are your goals for a successful orientation program and how will you work to achieve them? *(1 paragraph)*
4. What are 1-2 significant challenges you anticipate facing if you are selected to be an OC? How will you overcome these challenges? *(1 paragraph)*

**SECTION D: Interview Availability**

**Orientation Coordinator Interviews:**

All applicants will participate in a 30 minute interview during the week of March 11, 2024.

*Please indicate your availability on the following days and times. Check boxes that indicate when you ARE AVAILABLE.*

	3:00pm- 3:30pm	3:30pm- 4:00pm	4:00pm- 4:30pm	4:30pm- 5:00pm	5:00pm- 5:30pm	5:30pm- 6:00pm
Monday, March 11						
Tuesday, March 12						
Wednesday, March 13						
Thursday, March 14						

If you are currently abroad, please contact Kristen Tapscott [ktapscott@hws.edu](mailto:ktapscott@hws.edu) to coordinate a Zoom interview. Interview dates and times will be confirmed prior to your interview.

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Kristen Tapscott, Assistant Vice President for Campus Life  
ktapscott@hws.edu*

## **Orientation Coordinator Application Check List**

*All materials should be submitted to Kristen Tapscott  
ktapscott@hws.edu*

- Completed Applicant Info (Section A)**
- Cover Letter, Resume, Recommendation Form (Section B)**  
*The recommendation form will be submitted by the faculty or staff member completing your recommendation. You should share the link to the recommendation form on the Orientation website with the person completing your recommendation.*
- Short Answer Responses (Section C)**
- Interview Availability (Section D)**

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