

Important Info for Greeters and Guides!

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Greeters are the “welcome committee” for new Douglass College resident students and their families. With smiling faces, ready answers, and a little muscle, Greeters insure a smooth move-in process. On the day of new student move-in, Greeters will perform duties such as directing traffic, distributing information, answering questions, unloading belongings from vehicles, and other tasks as needed.

Important Greeter Dates

- Greeters will receive information regarding training and move-in the second week of August, 2003.
 - Greeters move into their residence halls on Tuesday, August 26, 2003.
 - Greeter must attend a training session on Wednesday, August 27, 2003.
 - Greeters must be present during New Student Move-in on Thursday, August 28, 2003.
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Student Guides help new resident students benefit from their orientation experience by making sure that they get to the orientation activities. Student Guides escort students to various weekend orientation programs. In addition, Student Guides will help new resident students feel comfortable in their new home by being friendly & approachable, answering questions, and providing referrals as needed. Student Guides play an important role in helping students begin to make connections with Douglass College and each other.

Important Student Guide Dates

- Student Guides will receive information regarding training and move-in the second week of August, 2003.
- Student Guides move into their residence halls Tuesday, August 26, 2003.
- Student Guides must attend a mandatory introductory meeting/training session on Tuesday, August 26, 2003.
- Student Guides must attend a mandatory training session with the Resident Assistants and Peer Academic Leaders on Wednesday, August 27, 2003.
- Student Guides must be available during New Student Orientation, from Thursday, August 28-Monday, September 1, 2003.

2003 Orientation Assistant Application

Greeters & Student Guides

Applications are to be returned to the Information Desk in the Douglass College Center. You may also mail them to DPO 27745. Applications will be accepted until all positions are filled.

All applicants must complete this portion of the application. Please write LEGIBLY!

_____	_____
Last name	First name
_____	_____
Student ID number	Current phone number
_____	_____
DPO	@
	Current email address*

Summer address: _____

Summer phone number: (_____) _____ Class year: _____

Summer email address* (please provide only if you check it regularly):

_____ @ _____

T-shirt size: small medium large x-large

Note: Small runs very small.

For which position(s) are you applying? Note: Priority consideration will be given to students applying for both positions!

Both Greeter Student Guide

Using the position descriptions provided in the brochure, please complete the information on the other side. Complete only the section(s) for which you are applying.

*Please put slashes through your zeros so they don't look like the letter "O," and make sure your "7s" don't look like "1s"!

Greeter

Have you participated in the Greeter Program before? Yes No

If yes, what position did you hold? (Please describe if you do not remember the name.)

Do you have a condition that prevents you from lifting or carrying objects? Yes No

Please describe briefly what experience **and** skills you have that would make you a good candidate for a leadership position. Include in your answer an example of how you might handle (1) an upset parent and (2) a fellow Greeter who was not performing her duties. You may attach an additional sheet of paper if needed.

I want to be assigned to the following residence hall: (Please rank in order of preference.)*

_____ Gibbons _____ Katzenbach _____ Lippincott _____ Woodbury/Bunting-Cobb

*Preference will be given whenever possible. You can increase your chances of getting your preferred assignment by handing in your application as soon as possible.

Student Guide

Have you participated in the Student Guide Program before? Yes No

I want to be assigned to the following residence hall: (Please rank in order of preference.)*

_____ Katzenbach _____ Lippincott _____ Woodbury/Bunting-Cobb

Each Student Guide will be assigned a partner. If you wish to be paired with a specific person, please write her name on the line below. Every effort will be made to assign you to the same area. (Note: Please be sure that the person you want to partner with (1) turns in an application and (2) indicates that she wants you as a partner. If possible, submit the applications together.)

Please briefly answer the following questions. You may attach an additional sheet of paper if necessary.

What would you like to gain from the Student Guide experience? _____

A major part of the Student Guide's responsibility is getting new students to orientation events. How would you deal with students who are resistant to attending events? _____

*Preference will be given whenever possible. You can increase your chances of getting your preferred assignment by handing in your application as soon as possible.