



2009-2010 Fall Welcome/ISU Fest Coordinator Application

Application Process:

1. Attach a **resume** to the application.
2. Attach typed responses to questions with this packet.
3. Reference Form is to be filled out and returned by faculty or fulltime staff at ISU.
4. Interviews will be conducted on **Wednesday September 30th, Thursday October 1st, and Friday October 2nd**. Please sign up for an interview time slot when you turn in your application. If these dates do not work for you, please contact the Program Assistant, Coni Stanley, to set up another time and day that will fit your schedule.

If you have any questions about the coordinator position, please contact Program Coordinator, Joe Thomas, at (812) 237-8426 or email at Joe.Thomas@indstate.edu.

Please turn in applications no later than **Friday, September 18th, 2009**
to Coni Stanley, Program Assistant for First Year Programs located in
Dreiser Hall 127

Indiana State University

First-Year Programs

2009-2010 Fall Welcome Coordinator

JOB DESCRIPTION

Position Summary

The Fall Welcome Coordinator is a key part of Indiana State University's Fall Welcome program. The Student Fall Welcome Coordinator will report directly to the Program Coordinator and work under the supervision of the graduate assistant(s). The Fall Welcome Coordinator will assist in the coordination and planning of Fall Welcome events as well as assist in the development and supervision of student leaders.

Specific Responsibilities

- Must be present for all of Fall Welcome and cannot have another position on or off campus during the Fall Welcome Program
- Assist the Program Coordinator and graduate assistant with planning and orchestrating Fall Welcome for student leaders and the university
- Responsible for coordination and implementation of a particular area for Fall Welcome
- Uphold policies set by the university, Director of First-Year Programs, Program Coordinator, and any other designees assigned by the Director of First-Year Programs
- Meet regularly with the Program Coordinator and the Graduate Assistant during Spring and Summer 2010
- Participate in the interview and selection process of student leaders
- Assist the Program Coordinator and Graduate Assistant with planning and facilitating the Student Leader Training
- Supervise Student Leaders
- Serve as a positive role model to Student Leaders and incoming students
- Build relationships with professionals working within the program
- Assist with Fall Welcome check-in and student nametags
- Contact local businesses and on campus departments to solicit sponsorship for Fall Welcome
- Develop a working relationship with ISU Fest Coordinators
- Assist First-Year Programs office staff with duties as required

Qualifications

- Employed during Fall Welcome 2009 as a Fall Welcome Ambassador
- 2.75 minimum GPA at time of application and throughout employment
- Excellent communication skills
- Commitment to First Year Programs and Indiana State University
- Ability to be punctual for all meetings, trainings, and events for Fall Welcome
- Excellent organizational ability
- Demonstrate knowledge, support, and enthusiasm for Fall Welcome

- Ability to handle a stressful environment
- Ability to relate well with students, parents, faculty, and administration
- Demonstrate interest in helping others
- Flexibility, sensitivity, and a good sense of humor
- Enrolled as a student

Indiana State University

First-Year Programs

2009-2010 ISU Fest Coordinator

JOB DESCRIPTION

Position Summary

The ISU Fest Coordinator is a key part of Indiana State University's ISU Fest. The Student ISU Fest Coordinator will report directly to the Program Coordinator and will work under the supervision of the departmental graduate assistant(s). The ISU Fest Coordinator will assist in the coordination and planning of ISU Fest.

Specific Responsibilities

- Must be present for all of Fall Welcome and cannot have another position on or off campus during the Fall Welcome Program
- Assist the Program Coordinator with planning and orchestrating ISU Fest
- Meet regularly with the Program Coordinator and the Graduate Assistant during Spring and Summer 2010
- Build relationships with businesses in the community and departments on campus
- Contact local businesses and campus departments to solicit sponsorship for ISU Fest
- Work with first-year and continuing ISU students
- Serve as a positive role model to student leaders and incoming students
- Uphold policies set by the university, Director of First-Year Programs, Program Coordinator, and any other designees assigned by the Director of First-Year Programs
- Assist First-Year Programs office staff with duties as required
- Develop a working relationship with Fall Welcome Student Coordinators

Qualifications

- Employed during Fall Welcome 2009 as a Fall Welcome Ambassador
- 2.75 minimum GPA at time of application and throughout employment
- Excellent communication skills
- Commitment to First Year Programs and Indiana State University
- Good organizational ability
- Ability to handle a stressful environment
- Ability to relate well with students, parents, faculty and administration
- Demonstrated interest in helping others
- Flexibility, sensitivity, and a good sense of humor
- Demonstrated knowledge, support, and enthusiasm for ISU Fest
- Enrolled as a student
- Ability to be punctual for all meetings, trainings, and events for Fall Welcome

Desired Qualifications

- Experience with graphic designing and/or sponsorship
- Event planning experience



2009-2010 Fall Welcome/ISU Fest Coordinator Application

Name: _____

Address: _____ City _____

State: _____ Zip _____ Phone # _____

Email: _____

Student ID#

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T-Shirt Size (Adult): S _____ M _____ L _____ XL _____ 2X _____ Other _____

Cumulative GPA: _____

Mark the appropriate position(s) in which you are interested: Fall Welcome Coordinator
 ISU Fest Coordinator

Please type the following questions and your responses on a separate page and turn it in with your application. Responses should not exceed one-type written (double-spaced) page per question.

- 1) Why are you interested in becoming a Fall Welcome or ISU Fest Coordinator?

- 2) If you are chosen as a Fall Welcome or ISU Fest Coordinator, how will you be a positive influence to our student leaders and incoming students?

- 3) Please describe three qualities you have and how these qualities can help contribute to the FYP team and the Fall Welcome Program?

4) Define responsibility in your own words. How do you personify responsibility?

Indiana State University

First-Year Programs

2009-2010 Fall Welcome Coordinator

Permit for Release of Information

Full Name: _____

Date: _____

Signature: _____

Applying for: _____

ID Number: 991- _____

FOR OFFICE USE ONLY:

Good Conduct Standing: _____

GPA Semester: _____

Hours Completed: _____

GPA Cumulative: _____

Indiana State University
2009-2010 First-Year Programs – Fall Welcome Student Coordinator
Reference 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 to 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 form.
 I do not waive my right to review this form.

Signature of Applicant: _____ Date: _____

To the Evaluator:

This student is applying for a leadership position under the First-Year Programs. If chosen, this student would help entering students set a foundation for college success; provide information on University services, and resources; and create an environment for establishing relationships. You can assist in the selection process by completing this form and accompanying it with a short recommendation letter. Return form directly to the First-Year Programs Office.

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="radio"/> Accepting of others | <input type="radio"/> Confused | <input type="radio"/> Excitable | <input type="radio"/> Mature | <input type="radio"/> Reserved |
| <input type="radio"/> Aggressive | <input type="radio"/> Conscientious | <input type="radio"/> Flippant | <input type="radio"/> Motivated | <input type="radio"/> Responsive |
| <input type="radio"/> Ambitious | <input type="radio"/> Cooperative | <input type="radio"/> Friendly | <input type="radio"/> Obstinate | <input type="radio"/> Rigid |
| <input type="radio"/> Analytical | <input type="radio"/> Creative | <input type="radio"/> Honest | <input type="radio"/> Open minded | <input type="radio"/> Sincere |
| <input type="radio"/> Approachable | <input type="radio"/> Deceptive | <input type="radio"/> Immature | <input type="radio"/> Organized | <input type="radio"/> Tactful |
| <input type="radio"/> Articulate | <input type="radio"/> Decisive | <input type="radio"/> Impatient | <input type="radio"/> Outgoing | <input type="radio"/> Temperamental |
| <input type="radio"/> Believable | <input type="radio"/> Dependable | <input type="radio"/> Insightful | <input type="radio"/> Patient | <input type="radio"/> Tentative |
| <input type="radio"/> Caring | <input type="radio"/> Emotional | <input type="radio"/> Insincere | <input type="radio"/> Positive Attitude | <input type="radio"/> Tolerant |
| <input type="radio"/> Charismatic | <input type="radio"/> Enthusiastic | <input type="radio"/> Judgmental | <input type="radio"/> Practical | <input type="radio"/> Understanding |
| <input type="radio"/> Confident | <input type="radio"/> Ethical | <input type="radio"/> Logical | <input type="radio"/> Quiet | <input type="radio"/> _____ |

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

General Comments. Please be specific

Areas of Growth. Required. Please list at least 2.

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 Friday, September 18th, 2009 to
Coni Stanley in the First-Year Programs Office, Dreiser Hall rm. 127
221 N. 6th Street, Terre Haute, IN 47809
Fax 812-237-8967