What is New Student Orientation?

New Student Orientation and Wildcat Welcome is a program designed to help our newest Wildcats become familiar with our campus while preparing for academic success. The New Student Orientation program includes placement testing, academic advising, course registration, and opportunities to meet other new students. New Student Orientation is offered many times throughout the summer (May – August) with Welcome activities taking place the week prior to and the first week of school. All of the orientation sessions and welcome activities are offered on-campus.

What does an Orientation and Welcome Leader do?

Orientation Leaders provide guidance and information about The University of Arizona to new students and their guests. Responsibilities of a leader include, but are not limited to:

- Representing the student experience at the University of Arizona
- Taking initiative, following instructions, being flexible and punctual
- Leading student group discussions pertaining to University policies and environment
- Giving brief tours of campus and highlighting various aspects of campus life
- Meeting, greeting, and mingling with new students, parents, and guests
- Participating in calling campaigns to student participants, explaining program and tasks to accomplish prior to on-campus visit
- Providing assistance with course availability and course registration
- Assembling of program materials, including folders and assisting with check-in
- Drawing from personal experiences to answer questions that may pertain to the UA with positive attitude and demeanor
- Working extended hours during each program including early mornings and late evenings often in the summer heat
- Multitasking, including: lifting, carrying and sorting of boxes and paper, while guiding participants and assisting fellow team members with assigned duties
- Answering repetitive questions while maintaining a positive attitude and demeanor.

QUESTIONS?

If you have any questions regarding our programs or the application process, you may contact Evan Boldt at eboldt@email.arizona.edu.
ORIENTATION AND WELCOME LEADER RECOMMENDATION FORM

NOTE: The Family Educational Rights and Privacy Act of 1974 opens many student records for the student’s inspection. The law also permits the student to waive his/her right to inspect letters of recommendation. The applicant’s signature below constitutes a waiver; no signature means the student will have the right to read this reference.

Applicant’s Signature: _______________________________________________ Date: __________________

**If signed, please put in envelope with signature on seal**

The person named below has applied to work as an Orientation and Welcome Leader for The University of Arizona and has given your name as a reference. Your recommendation is an important part of the application process and we appreciate your responding to this request. A job description is listed in order to assist you with writing your recommendation.

Name of Applicant: ____________________________________________________________

Capacity in which you know the applicant: __________________________________________

Length of time you have known the applicant: ________________________________________

Your name: ___________________________ Phone: ____________________________

Title/Position: __________________________________________________________________

Mailing Address: __________________________________________________________________

City/State/Zip: __________________________________________________________________

Please identify the level at which the applicant has performed the qualities listed below according to the scale provided:

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<th>Skill</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>No basis for judgment</th>
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<td>Leadership Skill</td>
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<td>Reliability/Responsibility</td>
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<td>Self-Confidence</td>
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<td>Adaptability/Flexibility</td>
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<td>Emotional Maturity</td>
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<td>Communication Skills</td>
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<td>Attitude</td>
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<td>Cooperation with others</td>
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Please feel free to provide further comments on an additional sheet of paper that will assist in the selection process.

Signature: _______________________________________________ Date: __________________

Please return the reference to the student in a sealed envelope (with your signature across the seal). Candidates must turn in completed references with their application to the Admissions front desk located in Bear Down Gym by January 18, 2013.
Mark envelope: ATTN: Orientation-Evan Boldt, Letter of Recommendation, YOUR FIRST AND LAST NAME.