



## MEMORANDUM

**TO:** Opening Days Applicant

**FROM:** Alice Worden, Opening Days Coordinator  
Opening Days Leadership Team – Jon Collins, Paul Eldred, Mari Miyazaki, & Rachael Peterson

**RE:** Application Process

**DATE:** January 21, 2008

Thank you for your interest in a 2008 Opening Days staff position. In this packet you will find a job description, application, and the link to access the online reference form. Please read through all the information carefully. Listed below is some important information regarding the application process.

1. Your application and two reference forms are due **Monday, February 4**. Complete applications will include:
  - a. Opening Days leader application
  - b. Two Opening Days leader reference forms - initiate them at:  
[www.willamette.edu/students/leadership/reference/request/](http://www.willamette.edu/students/leadership/reference/request/)
2. When you turn in your application, you will sign up for an individual interview and a group interview. Individual interviews will be 30 minutes in length and take place February 6-11 in the Office of Student Activities. Group interviews will take place on February 14 at 5:00pm or 18 at 7:00pm (you choose one time).
3. Students who are hired as Opening Days leaders must be able to attend three (3) training sessions outlined on the attached job description.
4. If you are applying for Jump Start or an RA position, you may not apply to be an Opening Days leader.
5. **Two** reference forms must be completed as part of your application packet. At least one reference must be completed by a Willamette faculty/staff member or an employment supervisor (either current or previous). The second reference can be completed by a peer who has served in a supervisory role, such as a Resident Assistant, athletic team captain, music section leader or Opening Days leader. *It is never acceptable to have a friend complete a reference form, even if they have also served in a supervisory role.* **Give your references plenty of time to complete and submit them online by the February 4 deadline.** You should avoid using the Director and Assistant Director of Student Activities, OD Coordinator/Lead Team or any member of the OD leader selection committee as your references.
6. We encourage you to attend one of two OD leader information sessions on Tuesday, January 22 (game night) and Monday, January 28 (information shared, pizza served) at 7:30pm in the Montag Den. This is a great opportunity for you to learn more about the position and get your questions answered.