

# JUMP START LEADER APPLICATION PROCESS

## WILLAMETTE UNIVERSITY

The *Jump Start* Programs are seeking to select qualified, currently enrolled undergraduate students who are enthusiastic, hard working and committed to assisting incoming students. We will be selecting student leaders to assist with the following three programs. You may apply for one or all positions. Applicants do not need prior participation in Jump Start in order to apply. All programs are inclusive and all students are encouraged to apply to any/all three programs.

**Jump Start** – Consists of three programs – Ohana, NSOCO, and Steppin Out. The program provides a safe and interactive environment that eases the transition into Opening Days while providing mentorship and support throughout the academic experience in a personal and self-contained environment that meets the needs and interests of the student populations participating. In addition, Jump Start provides leadership experience to explore vocation, personal growth, and shared decision making.

**Ohana** – Leaders of this program will assist primarily new multicultural students in learning about the WU campus and successful transition into a majority culture. Successful *Ohana* leaders are outgoing and willing to assist with cultural transitions, model academic success and must be culturally sensitive. They must also enjoy working with new students and be eager to share their WU experiences.

**NSOCO** – Leaders of this program will assist students in doing community service in Salem and surrounding areas. They will also lead evening activities and reflection, encouraging students to bring meaning to their experiences and their role in the Salem community. Successful *NSOCO* leaders must enjoy doing service, facilitating reflection, engaging new students, and sharing their WU experiences.

**Steppin' Out** – Leaders of this program will assist new students on day hikes that can average between 4-10 miles, round trip. Leaders will also help with a white-water rafting trip, explore the great outdoors, live with students, and be a positive role model. Successful *Steppin' Out* leaders should enjoy the outdoors, working with incoming students and be eager to share their WU experiences.

## Application Process

1. Submit the Jump Start Leader application to the Office of Student Involvement, UC 2<sup>nd</sup> floor.  
***Deadline for submission is Wednesday, February 1, 2012 by 3:00 p.m.***

2. **Complete applications will include:**

- a. Jump Start leader application
- b. One completed Jump Start leader reference - initiate form at:

<http://www.willamette.edu/students/leadership/reference/request/>

3. Sign up for a Jump Start group interview when you return your application to Student Involvement (2<sup>nd</sup> floor of the UC). During the group interview you will be asked to participate in a 90-minute process with other applicants. Group interviews will take place on Tuesday, February 14 and Wednesday, February 15 from 5:30-7:00pm.

4. Although all applicants will participate in the group interview process, only candidates that we feel we need to collect additional information will participate in individual interviews. Candidates selected for individual interviews will be notified, *via email*, by Friday, February 17, 2012.
5. Individual interviews will take place February 20-23. If a candidate is contacted to sign up for an individual interview, he/she should go to the Student Involvement office (UC 2<sup>nd</sup> floor) to sign up prior to February 22<sup>nd</sup>.
6. Final selections will be put in *candidates' campus mailboxes* on Friday, March 2<sup>nd</sup>, 2012.
7. Candidates will have until Wednesday, March 7<sup>th</sup> at 3:00pm to accept or reject offers.
8. It is your responsibility to ensure that your application is complete.

## Training Information

Contact Multicultural Affairs at x6265, Community Service Learning at x6807 or Campus Recreation at x6812 with questions. You can also stop by any of these offices on the 2<sup>nd</sup> Floor of the University Center.

### **Required Training**

#### **Spring Training**

Thursday, March 15

Time: 5:00 – 6:30pm

Program specific training occurs in the spring semester. These dates and times will be set as a group based on availability.

#### **Summer Training**

All Jumpstart leaders return to campus for summer training on 8/14/12.

Training continues until the Jump Start programs begin (8/18/12).

**\*\*THESE DATES ARE MANDATORY\*\***

## **Consideration will be given to applicants who are:**

- In good standing (academic and student conduct) with a minimum cumulative GPA of 2.50
- Committed to attending all training sessions
- Committed to attending the full session of your Jump Start program
- Full time student at Willamette University for at least one year with the intention of remaining a full-time student during the fall semester of the 2012-13 academic year
- Possession of a valid driver's license and 3 years driving experience *preferred*

# JUMP START LEADER POSITION DESCRIPTION

## WILLAMETTE UNIVERSITY

### Qualifications:

- Ability to work in a fast-paced environment in a high profile position
- Excel as a team player while maintaining a high energy level, enthusiasm and stamina when working long days
- Effective interpersonal communication
- Demonstrate familiarity with WU resources and services
- Ability to facilitate small and large group discussions, activities, and reflection
- Possess high level of maturity and an ability to use independent judgment
- Desire to make a difference in the lives of new students
- Exhibit leadership, initiative, dependability, discipline and self-confidence

### Responsibilities:

- Attend and actively participate in all training sessions and Jump Start programs
- Demonstrate team leadership, responsibility and effective communication skills
- Facilitate small and large group meetings and presentations
- Demonstrate sensitivity to diverse populations
- Provide excellent customer service to new students and family members by communicating accurate information
- Assist new students in developing peer relationships, academic effectiveness, and personal adjustment to WU through positive interactions
- Convey to participants the positive aspects of attending Willamette and addressing concerns from new students in a real non-judgmental manner
- Regularly interact and collaborate with all Jump Start leaders and administrators
- Act in accordance with all Opening Days and Willamette regulations once selected as a Jump Start leader
- Demonstrate common sense and due care when transporting participants and guests in University vehicles

**In addition to the responsibilities and qualifications stated on the shared Jump Start position description, each program has these additional requirements:**

### Ohana

- Ability to develop programs and activities that focus on successful transition to university life for all new multicultural students
- Ability to work collaboratively with campus offices and programs (e.g. Admissions, Athletics, CLA, International Education, Opening Days, Residence Life) to successfully welcome and orient all new students and their families to Willamette University
- Serve as an academic resource
- Participation in multicultural student organizations preferred
- An understanding of the racial identity and developmental issues preferred

### NSOCO

- Experience facilitating discussion or reflection
- Volunteer management experience
- Introduce students to the Salem community through service activities
- Collaborate with sites to create meaningful, creative service projects
- Develop and facilitate meaningful and creative reflections

### Steppin' Out

- Possess or obtain current CPR/1<sup>st</sup> Aid certification by August 18<sup>th</sup>, 2012
- Knowledge of Oregon and trail sites located within 100 miles of Salem is preferred
- Ability to lead and follow appropriate trail markings
- Awareness of group dynamics

# JUMP START LEADER APPLICATION

## WILLAMETTE UNIVERSITY

**I am applying for:** \_\_\_\_\_ **Ohana** \_\_\_\_\_ **NSOCO** \_\_\_\_\_ **Steppin' Out**  
**(Check all that you are applying for)**

Return the completed application to the Office of Student Involvement, 2<sup>nd</sup> Floor UC  
**Due Wednesday, February 1<sup>st</sup> by 3:00pm**

Name: \_\_\_\_\_ Box #: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Email: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Cell #: \_\_\_\_\_ Permanent Phone: \_\_\_\_\_

Major: \_\_\_\_\_ Class: FR SO JR SR

Do you plan to live on-campus for the 2012-13 year? \_\_\_\_\_

**Have you been a participant or leader in any Jump Start Program before?**

Leader (Program): \_\_\_\_\_  Participant (Program): \_\_\_\_\_

**Please indicate any activities you have applied for with a time commitment during 8/14-8/23:**

\_\_\_\_\_

**How did you hear about the Jump Start Leader Position?**

- List serve (please specify) \_\_\_\_\_  Student Organization meeting  
 Other (please specify) \_\_\_\_\_  Referred by a WU faculty/staff member

**Campus/Community Involvements - attach additional sheet if necessary.**

Organization/Activity	Position/responsibilities	Dates

**Work Experience:** Paid or unpaid (summer job, volunteer experience, etc.) *Attach additional sheet if necessary.*

Position	Company	Supervisor	Telephone	Dates

Are you WU Van Certified? \_\_\_\_\_

Do you possess a valid driver's license? \_\_\_\_\_

<b>OFFICE USE ONLY</b>
Date turned in: _____
Time turned in: _____

**Personal References:**

Identify one reference willing to discuss your abilities. This person needs to be a faculty, staff or administrator. Applicants must go to: [www.willamette.edu/dept/osa/programs/od/jumpstart/index.php](http://www.willamette.edu/dept/osa/programs/od/jumpstart/index.php) to initiate the reference form process. It is strongly recommended that applicants inform their reference that they will be receiving an email with an online reference form to complete.

Name	Title/Position	Company	Work Phone #
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**On a separate piece of paper, please answer the following questions:**

***First time applicants:***

1. Please write a brief statement explaining why you are interested in being a Jump Start leader. Describe the roles and responsibilities of a leader in a Jump Start program and what strengths will you bring to this position.
2. Please describe your leadership style and experiences as it relates to this position.

***Returning applicants:***

1. Please describe what you learned about leadership from your experiences with Jump Start in the past.
2. With this knowledge, how will your leadership be affected this year?

***All applicants:***

3. Share with us an example of how you would successfully promote interactions between participants in all three Jump Start programs.
4. What do you believe are the needs of a first year student?

**Jump Start Leader Agreement**

Attendance at staff training sessions is required in addition to administrative and programming responsibilities. Our policy is intended to facilitate communication and skill development. I understand that, if hired for a Jump Start Leader position, my responsibilities include attendance at and participation in:

- Jump Start Leader Training on Thursday, March 15<sup>th</sup>, 2012 from 5:30-7:00pm
- Additional program specific spring training sessions to be determined by the group
- August training beginning Tuesday, August 14<sup>th</sup>, 2012
- The entire Jump Start program (Saturday, August 18-23, 2012)

The information in the application is true and correct. I authorize the Office of Student Involvement to conduct a routine inquiry of my references, Residence Life and Campus Life staff members, conduct records, and grade point average during the processing of my application in order to provide necessary information in determining my eligibility for employment. I further understand that for evaluation purposes this information will be shared with members of the selection committee (OSA, OMA, and/or CSL professional staff).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_