

Clarion Venango Campus

Discovery Leader Application

Last Name: _____ First Name: _____ MI: _____

Date of Birth: ____/____/____ Major: _____

Cumulative QPA (as of Fall 2011): _____ Primary E-Mail: _____

Summer Address: _____

Best Phone Number to Contact You: ____ - ____ - _____

Have you ever been convicted of violating state or federal law? If so, please explain below:

Please attach a resume detailing your previous job experiences, leadership experiences, and any other details relevant to the position.

Incomplete applications will not be accepted.

Discovery Leader Job Description

Discovery Leaders at Clarion University-Venango Campus are essential members of the orientation program. These students directly interface with new students and play an important role in making all new students feel welcome. Additionally, these students further facilitate the acclimation process for new students during the semester. Below is the job description for the 2012-2013 position:

- 1) Currently enrolled as a student at the Venango Campus.
- 2) Demonstrated or potential leadership ability and public relations skills.
- 3) Excellent team player- you will be part of a staff working in a fast-paced, high profile position.
- 4) High energy level, enthusiasm, and commitment to the Venango Campus experience.
- 5) Group facilitation experience or interest- a great deal of time will be spent working with and leading groups of new students.
- 6) Familiarity with Venango Campus resources and services- you will be a resource to the incoming class-- Familiarity with local resources and services.
- 7) Assist the Admissions Office during Open Houses, Campuses Tours, and as needed.
- 8) Develop a rapport with both potential and incoming students and provide support and referrals as necessary.
- 9) Maturity and independent judgment- you will represent Clarion University and the Venango Campus community.
- 10) Must be available for meetings on March 24th, April 14th, and April 28th for training. DLs must attend monthly meetings with Discovery staff throughout the Fall term.
- 11) Must be in good academic standing (an overall GPA of 2.00 or higher) though Summer 2012.
- 12) Attend at least 2 summer orientation sessions and provide support for student affairs or Venango campus staff at all times during attended orientations. Additionally, all Discovery Leaders must assist with Discovery Weekend in late August.

Compensation:

A stipend of \$600 paid out over three installments in the Fall and three in the Spring.

One of the most important parts of being a Discovery Leader is attending orientation sessions. Listed below are the known upcoming summer orientation sessions. **Please circle any of the below dates you will be unavailable:**

June 20th July 17th (Late day/Evening) August 15th August 24th

Essay Questions

Please answer the following questions on a separate sheet of paper and attach to your application:

1. In your opinion, what makes you uniquely qualified for the position of Discovery Leader? Explain.
2. Please describe two to three critical concerns facing first-year college students today and how you, as a Discovery Leader, could address these issues in a positive, impactful way?
3. What is your personal theme song? Why does this song hold meaning for you?

References

Please use the attached sheet(s) to obtain two references. At least one reference should be from a member of the university staff or faculty; the other is your choice. Information on returning the forms is listed on the last page of the forms. All references are due by February 17th by 12PM.

Please print and return your completed application to:

Venango Campus Student Affairs
1801 W 1st Street
Room 117
Oil City, PA 16301

By 4:00PM Friday, February 17th, 2012

I verify that all of the above information is true and correct to the best of my knowledge; I understand that providing false or misleading information may lead to my disqualification for consideration, future dismissal, or other job action. I also understand that Clarion-Venango Student Affairs will be checking my grades for the purpose of meeting the eligibility requirements and verifying information I have provided.

Signature

Date

Application is incomplete until signed!