Application Information

Application Deadline: Completed applications (including personal information, resume and references) are due to the office for SOAR (406 Becht Hall) by 4:30 p.m. on Tuesday, March 1, 2016. Applications are accepted in printed form and MUST be complete in order to be considered (all items on the checklist completed).

Requirements: Availability to attend June Orientation Training and Sessions (see enclosed timeline), Cumulative 2.5 GPA or Higher GPA by the end of Fall 2015 AND the end of Spring 2016 (will be checked prior to June training). GPA MUST be maintained throughout employment as a mentor.

Selection Process Timeline: Group Process for all potential incoming AND returning SOAR Mentors will be Sunday, March 13, 2016 from 2:00 p.m. – 5:00 p.m.

Individual Interviews for all potential incoming AND returning SOAR Mentors will be held March 16-18, 21 and 22, 2016. Sign up will be available at the Group Process.

Selection will be communicated by email by March 24, 2016. All applications will be judicially and academically cleared prior to beginning added for employment. Clearances, as required by the University, must be completed as well (information will be provided).

If Selected, orientation observation sessions are available April 1, April 8, April 15, and April 29, 2016. Selected candidates will arrange with the Director for SOAR on how many and which sessions they would like to shadow.

For Questions regarding this Application or this position, please contact Erin Schuetz, eschuetz@clarion.edu or 814-393-1769
The Office for SOAR Mentors provide welcome and information to new students, parents, spouses and family members attending Orientation sessions; Discovery Weekend Acclimation events; and through mentoring here at Clarion University. They impart knowledge of programs, services, university policies and general information to attendees. They serve as ambassadors representing the University and guide the transition of students as they begin matriculation at Clarion. The S.O.A.R. Orientation Mentor position is both competitive and highly regarded on campus. To be chosen as a S.O.A.R. Orientation Mentor at Clarion University is an honor and a privilege - a title and role not to be taken for granted. Each Mentor is held at a high level of expectation with values, ethics and character.

**Expectations**

High level of Values, ethics, character including:

- Social and professional representation of self, SOAR program and Clarion University
- Initiative & Motivation
- Quality performance at all times during SOAR activities
- Role Model Character Traits including
  - Responsibility
  - Accountability for self actions and to hold others accountable for their actions
  - Enthusiasm
  - Commitment to personal growth, SOAR position and the University
  - Social morality and Maturity
  - Sound judgment

*If you feel that you can not uphold the above expectations, you are urged to not complete the application for this position.*

**Responsibilities**

Participate and facilitate SOAR programming through:

- Orientation sessions with students, parents and guests
  - Session preparation, set up and tear down
  - Lead small and large group discussions
  - Campus policy enforcement
  - Campus guidance and knowledge
  - Training completion
  - Other duties as assigned
- Discovery weekend sessions for students
  - Session(s) preparation, set up and tear down
  - Session(s) speaker or guide if requested
  - Other duties as assigned
- Weekly Mentoring with assigned students
  - Set up meetings with mentees
  - Communicate by appropriate channels with mentees offering guidance
  - Report regularly to Director for SOAR and Student Success Coach on any student concerns, progress, etc.
  - Other duties as assigned

**Qualifications**

For Questions regarding this Application or this position, please contact Erin Schuetz, eschuetz@clarion.edu or 814-393-1769
• Ability to empathize with peers, parents and students.
• Positive, flexible...team player
• Reliable and Responsible
• Cumulative 2.5 Overall GPA prior to AND throughout employment (see attached release)
• Good Disciplinary Standing (see attached release)
• Ability & willingness to work through June Training & Orientation, August Training & Orientation, Discovery weekend, Fall & Spring In Semester Mentoring (8-10 hours per week), January 2017 Training & Orientation, Spring 2017 Orientation sessions
• Summer classes (during June) must be approved prior to employment by Director for SOAR so that they do NOT conflict with orientation responsibilities.
• Outside employment should NOT conflict with SOAR employment, particularly in June. Direct discussion with Director MUST be had to determine feasibility.

Pay/Benefits

• Minimum wage (higher for those who are returners)
• Housing during June training & Orientation
• Meals on Orientation days and during training
IMPORTANT DATES

Selection Process

COMPLETE Application due (see checklist)  Tuesday, March 1, 2016
2:00 p.m. - 5:00 p.m.
Individual Interviews (sign up at Group Process)  Wednesday, March 16 - Friday, March 18
Monday, March 21 and Tuesday, March 22
Decision (all will be notified if selected or not)  by March 25, 2016

Selected Staff - Important Dates

Orientation Observations  Friday, April 1
(at least 8 total hours for New SOAR mentors, can be one day or multiple)
Friday, April 8
Friday, April 15
Friday, April 29

SOAR Mentor Training  Saturday, June 4, 2016
Move in to On-campus Housing (required)
Sunday, June 5 - Wednesday, June 8, 2016
Training

June Orientation Sessions  (with overnight responsibilities on evening prior)  Friday, June 10, 2016
Friday, June 14, 2016
Friday, June 17, 2016
Tuesday, June 21, 2016
Friday, June 24, 2016

August Training & Orientation  *May be as early as August 15, 2016
Move back to your assigned Fall housing (on or off campus)  *May begin August 16, 2016
August Training  Thursday, August 25, 2016
August Orientation  Friday, August 27 - Sunday, August 29, 2016
August Discovery Weekend

January Training & Orientation  Tuesday, January 17, 2016
Move back to your assigned Spring housing (on or off campus)  Wednesday, January 18 & January 19, 2016
January Training  Friday, January 20, 2016
January Orientation  Saturday, January 21, 2016
January Discovery

Spring 2017 Orientation  Dates to be Determined

For Questions regarding this Application or this position, please contact
Erin Schuetz, eschuetz@clarion.edu or 814-393-1769
### APPLICATION CHECKLIST

All Forms below MUST be completed and turned in for consideration by 4:30 p.m. on March 1, 2016 to 406 Becht Hall.

<table>
<thead>
<tr>
<th>Form 1: Personal &amp; Campus Information</th>
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<tbody>
<tr>
<td>Form 2: Academic &amp; Judicial Authorizations</td>
</tr>
<tr>
<td>Form 3: Questions (presented typed separately)</td>
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<tr>
<td>Form 4: (1) Campus Faculty/Professional Staff (no student workers) Reference</td>
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<td>Form 5: (1) Additional Reference</td>
</tr>
<tr>
<td>Form 6: Personal Resume (presented typed separately)</td>
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</tbody>
</table>

For Questions regarding this Application or this position, please contact Erin Schuetz, eschuetz@clarion.edu or 814-393-1769
FORM 1 – Personal & Campus Information

Name: ______________________________________________________________________________________________________

Student ID#: ______________________________

Campus/Residence Address: ______________________________________________________________

Permanent Address: ________________________________________________________________________________________

Email Address: ___________________________ Phone: _____________________________

Current Class Standing (as of 3/1/16): FR SO JR SR

Major(s): ______________________________________________________________________________________________________

Cumulative GPA as of January 19, 2016: ________________

Did you come to Clarion as a First Time in College Student __________ or Transfer __________?

If you are a Transfer, where did you Transfer from and when? ________________________________________________

Are you currently employed as a student worker through any other Clarion University departments?  
_____ yes   _____no

if YES, please list the position, department and supervisor

___________________________________________________________________________________________

Please provide a thorough listing of any co-curricular or extra-curricular involvement, service, awards, etc. in your resume.

For Questions regarding this Application or this position, please contact
Erin Schuetz, eschuetz@clarion.edu or 814-393-1769
FORM 2 – Academic & Judicial Authorizations

**Academic Authorization**

I authorize, through my signature below, the Director for SOAR to review information relating to my academic records. I understand that university officials are collecting this data to help determine my suitability and eligibility for the SOAR Mentor position.

Printed Name: ______________________________________________

Signature: __________________________________________________ Date: ________________

Office Use Only

Date Received: _________________ Office Staff Initial: ____________
Student: please complete all information in type or ink. This form must be delivered to the Office of Judicial Affairs – 218 Becht Hall, to be completed by the Director or his designee. The Judicial Affairs office will complete the form and notify the office for SOAR of any adverse information on your record. By signing, you consent to this release of information pertaining to your Judicial record.

First Name: ________________________ Middle Initial:____    Last Name: ________________________________
Student ID#____________________________
Email Address:__________________________Phone Number: ___________________________

Signature: ______________________________  Date: ______________

Office Use Only
Date Received: __________________________ Office Staff Initial:______________

☐ This Student has not received Judicial sanctions.

☐ This Student is not currently under Judicial sanctions, but has been sanctioned previously. (Please see details below)

☐ This Student is currently under active Judicial sanctions (Please see details below)

1st Incident Offense(s): ________________________________
Sanction: ________________________________
Date: __________________________

2nd Incident Offense(s): ________________________________
Sanction: ________________________________
Date: __________________________

For Questions regarding this Application or this position, please contact Erin Schuetz, eschuetz@clarion.edu or 814-393-1769
3rd Incident Offense(s): ____________________________________________________________

Sanction: __________________________________________________________________________

Date: __________________________

Additional Comments: ______________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

Office of Student Conduct designee name: ________________________________

Signature: __________________________________________________________

Date Completed: ________________________________

For Questions regarding this Application or this position, please contact Erin Schuetz, eschuetz@clarion.edu or 814-393-1769
FORM 3 Questions

On a typed, separate piece of paper, please thoroughly, yet concisely, answer each of the following questions. Take time to put together well thought out responses using complete sentences, correct grammar and punctuation. Also, please thoroughly proofread your responses. Your responses should convey your interest and desire to join the SOAR staff. Lists, bullet points and outlines may be used when appropriate...

1. Think back to when you attended Orientation here at Clarion, describe what impacted you the most.

2. What motivated you to want to become a SOAR Mentor? What do you hope to gain from this experience?

3. Please share your experience with co-curricular, extra-curricular and service programs through your High School and College career this far. How have these experiences guided you?

4. If there were unlimited resources and you could plan “the best” event for new students at Clarion, what would the event be? How would you plan it? What would the event accomplish to help new students become acclimated?

5. Describe a time where you were working in a team environment. What do you feel your role was and how did you help to improve the team dynamic?

6. If you could create a commercial to sell Clarion….what would it look like? What would you highlight? Who would be the influential people in the video? What locations would you use?

7. What makes YOU the best SOAR Mentor candidate?
REFERENCE FORMS

Applicant: Please provide (2) References with the forms below. One reference should be a Clarion University faculty or professional staff member (student workers are not applicable). The second reference may be a non-campus affiliated recommender. **As part of your complete application, each Reference Form (#1 and #2) should be returned in a sealed envelope.**

<table>
<thead>
<tr>
<th>Applicant, please complete this section:</th>
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<tbody>
<tr>
<td>Student Name (please print): __________________________________________________________</td>
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<tr>
<td>Under the provision of the Family Educational Rights and Privacy Act: (applicant, please check one):</td>
</tr>
<tr>
<td>I retain my right to access the information contained in these references: ________</td>
</tr>
<tr>
<td>I waive my right to access the information contained in these references: ________</td>
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<tr>
<td>Date: _______________  Applicant Signature:_________________________________________</td>
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</table>
Evaluator:  As a SOAR Mentor, the candidate will be working with both prospective students and parents of prospective Clarion University students. SOAR Mentors will serve as guides, leaders, and mentors to prospective students in small groups arranged by their chosen major/academic college. SOAR Mentors also work with parent & family members providing them with first-hand knowledge of the University and a student perspective on how the University operates. The role of the SOAR Mentor is critical in helping both students and parents become comfortable with and gain knowledge about Clarion University. SOAR Mentors are also enforcers of University policy and help to educate students and parents about the policies of the University and are empowered to enforce policies, specifically in the residence suites that house summer orientation. Please complete this form (or send a letter) that cites your observation of the candidate’s skills as specifically as possible. Please place this reference or letter in a sealed envelope and return to the applicant with the Student’s Name on the front.

Student Applicant Name: ______________________________________________________________

Reference Name: _________________________________________________________________________________

Reference Title: _______________________________________________________

Email address: ___________________________________________ Phone: ______________________________

In what capacity do you know this applicant and for how long?

_______________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________

Please share your thoughts on the applicant’s areas of character strength

_______________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________
Please share your thoughts on the applicant’s areas in need of improvement
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_______________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________
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Describe the leadership qualities that the applicant possesses
_______________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________

Please rate this applicant by circling the appropriate response:  

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<th>Weak</th>
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<td>Social and professional representation of self</td>
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<td>Communication Skills</td>
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Overall Recommendation:
Highly Recommend: _____   Recommend:____   Recommend with Reservation: ____  Do Not Recommend: ___

Please use an additional piece of paper to share any feedback on this candidate

Applicant will submit Reference as part of a completed application that is due to the office for SOAR on March 1 at 4:30 p.m.

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REFERENCE FORM #2

Evaluator: As a SOAR Mentor, the candidate will be working with both prospective students and parents of prospective Clarion University students. SOAR Mentors will serve as guides, leaders, and mentors to prospective students in small groups arranged by their chosen major/academic college. SOAR Mentors also work with parent & family members providing them with first-hand knowledge of the University and a student perspective on how the University operates. The role of the SOAR Mentor is critical in helping both students and parents become comfortable with and gain knowledge about Clarion University. SOAR Mentors are also enforcers of University policy and help to educate students and parents about the policies of the University and are empowered to enforce policies, specifically in the residence suites that house summer orientation. Please complete this form (or send a letter) that cites your observation of the candidate’s skills as specifically as possible. Please place this reference or letter in a sealed envelope and return to the applicant with the Student’s Name on the front.

Student Applicant Name: ______________________________________________________________

Reference Name: _______________________________________________________________________

Reference Title: _______________________________________________________

Email address: ___________________________ Phone: ___________________________

In what capacity do you know this applicant and for how long?

_____________________________________________________________________________________

_____________________________________________________________________________________

Please share your thoughts on the applicant’s areas of character strength

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Overall Recommendation:

Highly Recommend: ____  Recommend: __  Recommend with Reservation: ___  Do Not Recommend: ___

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