

Dear UCF Knight,

We are excited about your interest in becoming a member of the 2020 Orientation Team! First Year Experience is seeking a diverse team of dedicated and enthusiastic student leaders. Orientation Team Members (O-Teamers) assist with the facilitation of all First Time in College (FTIC) and Transfer Orientation sessions at UCF.

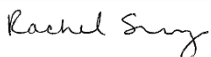
Selection to be a member of UCF's O-Team is an honor and a rewarding opportunity for both personal and professional growth. This position is a commitment from January 2020 – January 2021 and includes various components. Once selected, O-Teamers are required to take a two-credit hour class during the Spring semester and participate in May Training in order to be fully prepared for the summer. O-Teamers who successfully complete the class requirements are hired and are compensated throughout the Orientation season.

O-Teamers serve in a variety of exciting capacities during their time in the role; they are peer educators, peer advisors, group facilitators, resource contacts, and role models. Due to this, O-Teamers have the opportunity to develop many of the soft skills and abilities employers are seeking from graduates of UCF. First Year Experience is committed to assisting in the growth and development of O-Teamers. Developing skills such as effective communication, teamwork, professionalism, time management, and problem solving make O-Teamers prepared for life after college. As you consider applying, know that we are not looking for experts in any area; more importantly we are looking for your love of UCF and commitment to learning, growing, and stepping outside of your comfort zone!

Please take the time to review this packet and the separate position description in its entirety. It includes a detailed description of the position, qualifications to apply, and terms and conditions of the position. If selected as an O-Teamer, you are responsible for reading and understanding the O-Team Position Description and agreeing to abide by all terms specified. We look forward to reviewing your application!

If you have any additional questions, please reach out to First Year Experience at (407) 823-5105 or [oteam@ucf.edu](mailto:oteam@ucf.edu).

Best,



Rachel Suarez  
Program Coordinator for Orientation  
First Year Experience

## Application Process

### **Step 1: Attend an Information Session**

Curious about what a typical day for an O-Teamer looks like? Do you have questions about the position or application process? Attend an information session to hear about these and other topics from a Lead O-Teamer.

- Wednesday, October 2<sup>nd</sup>, 10:00 – 11:00 a.m. Student Union – Key West 218CD
- Monday, October 7<sup>th</sup>, 3:00 – 4:00 p.m. Neptune Multipurpose Room
- Wednesday, October 9<sup>th</sup>, 4:00 – 5:00 p.m. Neptune Classroom
- Thursday, October 10<sup>th</sup>, 11:30 – 12:30 p.m. Student Union – Cedar Key 223
- Monday, October 14<sup>th</sup>, 6:00 – 7:00 p.m. Neptune Multipurpose Room
- Tuesday, October 15<sup>th</sup>, 5:00 – 6:00 p.m. Neptune Multipurpose Room
- Monday, October 21<sup>st</sup>, 4:00 – 5:00 p.m. Teaching Academy 202A

### **Step 2: Apply!**

The application must be submitted online through Qualtrics via this link: <https://bit.ly/2kS7A4h>. The application contains multiple parts: personal information, essay responses, resume submission and a letter of recommendation.

**Applications are due by 11:59 pm on Wednesday, October 23.**

- **Essay Responses:** your responses (in total) should not exceed 250 words. Additionally, remember that content is just as, if not more important than, length.
- **Resume:** a portion of the application will ask you to submit an updated professional resume. Please upload a PDF of your resume with a list of your campus involvements and/or other relevant experiences you have had working with people or groups. Please be sure to list any offices held, leadership positions, and awards or honors received. Visit UCF Career Services for assistance with creating or updating your resume.
- **Letter of recommendation:** one recommendation letter is required and can be from anyone (excluding a family member or friend) that can attest to your work ethic, character and personality. This includes student leaders, O-Teamers, supervisors, and/or advisors. Recommendation letters must be submitted online via this link: <https://bit.ly/2m4C1Er> by the Wednesday, October 23 at 11:59 p.m. application deadline.

### **Step 3: Attend the Applicant Professional Development Event**

Individuals with completed applications will be invited to an optional professional development event. This event will provide an opportunity to network with other applicants and prepare for interviews. Once the application is closed, all eligible applicants will receive an email invitation from First Year Experience.

**This event will be held on Wednesday, October 30, 2019 at 5 p.m.**

### **Step 4: Group Interview**

All applicants are required to participate in Group Interviews. Once your application is complete, First Year Experience will send an email asking you to sign up for your preferred Group Interview time. It is highly recommended that you sign up for a spot as soon as you receive the communication because spots are available on a first come, first serve basis. The days and times that Group Interviews will be held are as follows:

- Monday, November 4<sup>th</sup>, 4:30 – 6:30 p.m. Student Union - Cape Florida Ballroom 316
- Monday, November 4<sup>th</sup>, 7:00 – 9:00 p.m. Student Union - Cape Florida Ballroom 316
- Wednesday, November 6<sup>th</sup>, 6:00 – 8:00 p.m. Knights Plaza - Cypress Room AB

If there are unavoidable conflicts with the scheduled dates and times, please contact [oteam@ucf.edu](mailto:oteam@ucf.edu) as soon as possible.

### **Step 5: Individual Interview**

Upon completion of Group Interviews, a limited number of applicants will be invited to continue in the selection process. If selected to continue, you will sign up for one individual interview. These will take place between Tuesday, November 12<sup>th</sup> and Tuesday, November 19<sup>th</sup>.

**2020 O-Team will be announced by the end of November.**