

Orientation Planner application

Name:

Contracts completed at New College:

Total number of contracts completed:

Box:

E-mail:

Phone:

In a one- to two-page document please explain your involvement on campus, ideas for orientation events, and any prior experience with event planning.

It is recommended that you include a letter of recommendation from a supervisor or professional who is familiar with you and your abilities.

The duties of the orientation planners include, but are in no way limited to: assisting with mailings, planning open rooms, scavenger hunts, meals, procuring welcome materials, designing the orientation T-shirt, and working with Student Affairs in the planning of activities for new students.

If there are any further questions about these positions, please feel free to contact me at Sarah.Zell@ncf.edu or 2-5158.

Applications are due Monday April 14 by 5 p.m. to box 217