



Great Start 2018-2019

Dear Applicant,

Thank you for applying to be a part of the Great Start 2018-2019 staff.

The Department of Orientation and Commuter Student Involvement at the University of Miami is excited to know that you are interested in being involved. 2019 marks the 30th year anniversary of the Great Start Program and we are so happy to see that you are interested in being a part of it!

Great Start is an overnight pre-orientation program designed to create a college adjustment and campus involvement experience for new students who will be living off campus in their first year. The mission of Great Start is to facilitate a smooth transition to college for first-year commuter students by orienting them to the campus and its resources, challenging them to explore academic and co-curricular opportunities, and empowering them to be active members of the 'Canes family.

It is with the hard work and dedication of our volunteer student staff that makes Great Start such a unique and exciting experience for first-year students.

The Great Start staff is made up of two Program Coordinators, five Committee Chairs and 15 counselors. All staff members work together to put on a fun, interactive and unique experience during two Great Start weekends over the summer.

Please read the following documents to learn more about the different positions you can get involved with.

A hard-copy of the application is due on **Monday, November 5th at 6:00 pm** to the Department of Orientation and Commuter Student Involvement, Shalala Student Center, Room 203. Upon turning in your application, you will sign up for a group interview.

Please do not hesitate to contact us if you have any questions.

Kind Regards,

Stephanie Fleitas- Assistant Director- e-mail: s.fleitas@umiami.edu

Priscilla Ruiz- Program Coordinator- e-mail: pxr13@miami.edu

Julia Sirven- Program Coordinator- e-mail: jfs157@miami.edu

Department of Orientation and Commuter Student Involvement
Shalala Student Center
Suite 203



Great Start 2018-2019

Counselor/Committee Chair Application

To be eligible to apply to be a Great Start 2018-2019 Committee Chair and/or counselor, you MUST:

- ✓ Be able to attend bi-weekly Spring Semester Staff Meetings to be held Tuesdays from 5:30 pm-6:30 pm.
 - *Note for Applicants interested being Committee Chairs: Committee Chairs will meet weekly during the Spring Semester on Tuesdays from 5:30 pm-6:30 pm.*
- ✓ Participate in the Great Start Staff Welcome on Monday, December 3 at 5:00 pm.
- ✓ Be able to attend the Great Start Staff Retreat on Saturday, January 19.
 - *STAFF MUST BE AVAILABLE 8:00 AM- 5:00 PM*
- ✓ Be able to attend a Great Start Staff workshop on Saturday, April 13.
 - *STAFF MUST BE AVAILABLE 8:00 AM- 5:00 PM*
- ✓ Commit to participating in both Great Start weekends during Summer 2019:
 - June 22-23 and July 13-14
 - *Note: The Friday prior to each weekend, there will be a two hour final preparation meeting.*
- ✓ Commit to serving as an Orientation Fellow for commuter students during the 'Cane Kickoff orientation program, Fall 2019, (OF Training and Orientation scheduled for August 12 – August 18, 2019).
- ✓ Actively participate as a committee member on one of five Great Start committees which help create the content and framework of the program.
- ✓ Actively support committees that you may not be directly involved with.
- ✓ Participate in High School recruitment visits during the Spring 2019 semester.
- ✓ Participate in fundraising events and initiatives hosted by the Great Start Staff.
- ✓ Positively represent the University Of Miami and the Department of Orientation and Commuter Student Involvement at all times.
- ✓ Abide by the University Of Miami Student Code Of Conduct at all times (on and off campus).
- ✓ Maintain an overall GPA of 2.5

Note: The Great Start Counselor/ Committee Chair position is a volunteer position.



Great Start 2018-2019 Counselor/Committee Chair Application Cover Sheet

Please use this as your cover page for the application.

Fill out all information below.

Thank you for your interest in applying to be a Great Start Counselor/Committee Chair. Please thoroughly read the Position Description before applying for the Great Start Counselor/Committee Chair position. After you have completed this application, please attach:

- 1) a completed copy of this cover sheet
- 2) complete answers to the application questions
- 3) a copy of your most recent resume

All hard-copy applications are due on **Monday, November 5th at 6:00pm** to the Department of Orientation and Commuter Student Involvement, Shalala Student Center, Room 203. Upon submitting your application in person, applicants will sign up for a 1-hour group interview. After a first round of cuts, some applicants will be invited for an individual interview.

Group interviews will be held November 6th-9th. Individual interviews will be held November 12th- November 16th.

Applicants previously involved in the Great Start program as a counselor do not need to complete the group interview process.

Full Name (as registered with UM):

Preferred Name/Nickname:

C Number:

Cell Phone Number:

Anticipated Graduation Year:

Major(s):

T-shirt size (unisex):

Polo size (note if you have preference for men's or women's cut):

Previous Great Start Experience (please indicate if you were a staff member, past participant of the program, or if you have not had experience with the Great Start Program:



Great Start 2018-2019

Committee Chair Description:

The steering committee consists of five volunteer Great Start counselors who serve as the chairs of various committees in the Great Start program. Each chair oversees unique projects which come together to make Great Start an exciting and seamless experience for new students. Each chair will supervise a group of three counselors. Committee chairs also serve as counselors during Great Start.

Note: Committee Chairs will meet weekly during the Spring Semester on Tuesdays from 5:30pm-6:30pm.

Please answer the following questions if you are interested in applying to be a committee chair. Please type your responses. Responses should be as detailed as possible. Once you complete the responses to the questions ensure that you are completing the questions on the following page.

If you are NOT interested in being a committee chair, please proceed to the following page.

1. A committee chair leads one of the below committees and is a part of the steering committee, which meets bi-weekly during the Spring semester. Please list your preference for committee assignment as a committee chair. All counselors will be assigned to a committee: (1-5; 1 is highest preference). (For committee descriptions see attached document.)

Outreach and Registration Committee

Transition and Student Development Committee

Recreation Committee

Hospitality Committee

Sponsorship Committee

2. Please explain why you rated your committee preference the way you did. Why are you interested in being a committee chair for the Great Start Program for the 2018-2019 academic year?
3. How do you handle confrontation, stress, and unpredictable situations? Please provide at least 1 example.



Great Start 2018-2019

Counselor Description:

The Great Start counselors are volunteer student leaders who facilitate new student engagement in Great Start. Counselors provide mentorship and help build community throughout the Great Start program. Counselors are a wealth of knowledge on how to be successful as a commuter student at the University of Miami. Counselors are also members of one of five committees that each play a significant role in creating the program.

Please answer the following questions. Please type your responses. Responses should be as detailed as possible.

1. What are you passionate about and why?
2. Why are you interested in being a part of the Great Start Program for the 2018-2019 academic year? What do you hope to gain from this experience?
3. What specific strengths would you bring to the team that would make you a solid candidate for the Great Start Staff 2018-2019? What are your areas of improvement? Please use examples to explain both answers.
4. What do you believe to be the biggest concern of incoming first-year commuter students and how do you think we can address this concern through Great Start?
5. Please list your preference for committee assignment as a counselor. All counselors will be assigned to a committee: (1-5; 1 is highest preference). Briefly explain why you rated your committee preference the way you did. For committee descriptions see attached document. *Note: If you are applying to be a committee chair, you do not need to answer this question.*

Outreach and Registration Committee

Transition and Student Development Committee

Recreation Committee

Hospitality Committee

Sponsorship Committee



Great Start 2018-2019

Great Start 2019 Committee Descriptions

Please refer to the general committee descriptions below when ranking your preferences for committee placement. This list is not exhaustive of all responsibilities. All counselors will contribute to projects led by all committees, and some projects will involve collaboration between committees. Please note that we will take your preference into consideration, but selected candidates may be placed in any committee that the hiring team sees as a best fit.

1. Outreach and Registration Committee

- Responsible for scheduling high school outreach visits and collaborate with Admissions.
- Make prospective student call sheets for the staff.
- Manage social media and content for Great Start accounts and make student and family brochure.
- Arrange the check-in process for each Great Start weekend.
 - a. *Skills you might apply or learn on this committee: Communication, social media, outreach, check-in logistics.*

2. Transition and Student Development Committee

- Design learning outcomes and session content for educational and information sessions focused on student transition and development.
- Coordinate and execute educational and interest sessions, including contacting and managing presenters.
- Coordinate the involvement fair, including contacting organizations to participate.
- Outline facilitation materials and select panelists for a counselor panel.
- Coordinate the counselor-led campus tour. Work with the Recreation Committee chair to create routes, instructions, and talking points.
 - a. *Skills you might apply or learn on this committee: Event management, research and outcome skills, teaching and learning, communication with outside organizations, collaboration.*

3. Recreation Committee

- Choose the games, ice breakers, and recreational activities for participants, including rain plans.
- Create a schedule and timeline for all recreational activities.
- Manage the points system for intergroup competitions.
- Create the campus scavenger hunt questions, clues, and games, including rain plans. Work with the Transition and Student Development chair to create best routes, instructions, and talking points.
 - a. *Skills you might apply or learn on this committee: Event management, logistics, budgeting, problem-solving skills*

4. Hospitality Committee

- Make decorations according to the program theme.
- Decorate the residential college doors and social event spaces.
- Organize materials for participant bags.
- Host the late night events.
 - a. *Skills you might apply or learn on this committee: Hospitality, resourcefulness, budgeting, creativity*

5. Sponsorship Committee

- Create sponsorship request form, including a letter and sponsorship levels.
- Contact sponsors and organize meetings with businesses.
- Raise money for the Great Start program.
- Organize thank you letters for sponsors.
 - a. *Skills you might apply or learn on this committee: Negotiation, fundraising, communication with outside organizations, donation management*