First College Year Student Success Leader Job Description

The First College Year Program is looking for current Brooklyn College students to assist with first year initiatives including First College Year Orientation. The Student Success Leader (SSL) will assist incoming freshmen, transfer students, and their families in their successful transition to Brooklyn College. We are looking for positive, enthusiastic individuals to share their student experiences and communicate a wide variety of topics including academics and strategies for student success.

**Chief Responsibilities**

- Assist in the organization, preparation, and presentation of all First College Year activities.
- Act as a leader and representative of the First College Year Program at events and workshops.
- Appropriately respond to parent, student, staff, and faculty inquiries at first year initiatives.
- Be aware of FERPA and understand issues of confidentiality.
- Be able to make appropriate referrals to campus resources.
- Complete assigned paperwork and administrative tasks in a timely manner.
- Enroll students in courses via CUNYfirst.

**Eligibility Requirement Checklist**

- [ ] Good academic standing.
- [ ] Prior campus involvement such as work-study, clubs, or other campus roles.
- [ ] Letter of recommendation.
- [ ] Application complete and handed in by Friday, March 8th.
- [ ] **Full participation in the Student Success Leader training!**

**Additional Qualifications**

- Demonstrate a mature, responsible, and positive attitude.
- Ability to motivate others.
- Strong interpersonal and communication skills and clear attention to detail.
- Understand and believe in the mission of the First College Year Program and Brooklyn College.
- Be flexible and adaptable to the unique orientation schedule and the unpredictability of orientation programming. Expect the unexpected.
Orientation Leader Training

- Dates for SSL Training are as follows. Full participation in SSL Training is required. Please save the dates!

1. Friday, March 22nd 10:00 am – 4:00 pm
2. Friday, March 29th 10:00 am – 4:00 pm

Benefits of being an Orientation Leader

1. Enhance your resume with an official Co-Curricular Transcript.
2. Gain critical leadership, communication, public-speaking, and decision-making skills.
3. Contribute to your community by serving as an SSL.
4. Develop essential transferrable skills.
5. Further develop and apply your emotional-intelligence skills.
6. Network with faculty and administrative staff.
Student Success Leader Application

Submit an application in person to the First College Year Program, 3208 Boylan Hall.

Applications will be accepted in person only. Deadline to apply: Friday, March 8, 2019.
Please submit Professional Reference Form in a sealed envelope.

Applicants will be asked to sign up for a group interview at the time that the application is submitted. Group interviews will be held 12:30 – 1:30 pm on the following dates:
March 14, March 19. Applicants need to sign up for one session.

**** PLEASE ATTACH A COPY OF YOUR RESUME ****

Name _____________________________________________ EMPL ID _________________

Email _____________________________________________ T-Shirt Size _________________

Phone # _________________________________   Major ______________________________

Did you begin at Brooklyn College as a freshman or a transfer student? (please circle)

Did you attend Brooklyn College Orientation? Which year? __________________________

On a separate sheet of paper, please answer the following questions and respond to the statements below. Each response should not be less than 75 words or more than 200 words in length.

1. Why do you want to be a Student Success Leader, and what do you hope to accomplish in this role?

2. Please list any experiences and skills you believe make you a good candidate for this role.

3. If you had to share one piece of advice with an entering freshman or transfer student, what would it be?
Brooklyn College Student Success Leader Application: Professional Reference Form

Applicant Name ____________________________________________________________

Reference Name ____________________________________________________________

Relation to the Applicant _____________________________________________________

How long have you known the applicant? _________________________________________

Below you will find several areas in which you are asked to rate the applicant. Please keep in mind the individual’s readiness to be considered for this position as well as your knowledge of the applicant’s strengths and limitations. Please use the scale below to rate how strongly the candidate reflects each trait with 1 being the lowest and 5 being the highest.

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<tbody>
<tr>
<td>RELIABILITY – Carries through on commitments and responsibilities</td>
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<td>FLEXIBILITY – Exhibits the ability to adjust easily to new experiences and situations</td>
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<td>COMMUNICATION SKILLS – Understands and expresses thoughts clearly. Ability to listen and respond to others. Ability to work with others and handle complaints</td>
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<td>LEADERSHIP – Initiates activities and uses authority responsibly</td>
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<td>MOTIVATION/ATTITUDE – Enthusiasm, level of commitment, ability to work as a team member, takes initiative</td>
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Strengths: Discuss general strengths this applicant possesses that would make him/her an effective Student Success Leader.

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Please share any additional comments you have about this candidate:

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May we contact you for further information? If yes, please provide your phone number or email address.