

The College at Brockport Student Host 2010 Job Description & Application Guidelines

What is a student host?

- Hosts play a vital role in helping prospective students learn about our campus and community by creating a welcoming and informative environment.
- Hosts are resources for students for information about academic policies and programs, social organizations, campus life and curricular/co-curricular activities.
- Hosts are representatives of The College at Brockport during the spring semester, who assist with the implementation of the Host program. They are present for all training and preparatory sessions.

Job Description and Responsibilities

- Serve as a peer advisor for prospective students.
- Participate in a one-day training session about college policies and educational requirements and services.
- Help prospective students feel comfortable by being responsive to and aware of their needs and concerns.

Qualifications for Consideration

Preference will be given to candidates who meet the following preferred qualifications:

- **FIRST YEAR** Brockport student who will be a full time, matriculated student in spring, 2010
- In good disciplinary and academic standing (minimum cumulative GPA of 2.5)
- Involved in co-curricular activities
- Lives in one of The College at Brockport's residence halls
- Is hard-working, flexible and has a sense of humor
- Exhibits excellent communication skills and leadership capabilities
- Has the ability and desire to work with students, faculty and staff
- Has a strong commitment to The College at Brockport and the philosophy behind the Host position
- Has a positive, motivated attitude

Time Commitment and Expectations

- Commitment for the entire Host period: approximately 24 hours from time prospective student arrives until he/she leaves the next day (including all training and preparatory activities, as well as all six sessions).
- Attendance at a two hour training session on **Friday, February 5th, 2-4 p.m.**
- Maintain a positive attitude toward The College at Brockport, college policies, professors, administrators, etc.

Compensation

All hosts must complete required preparatory training. Hosts will be awarded \$15 in Easy Money each time they host a prospective student for either a full day OR a 24 hour period.

Application Procedures

- Please submit a completed application and two Host Recommendation forms (one is to be completed by your RD) sent to the First Year Experience office by **Friday, November 13th at 4:00 p.m.**
- Candidates selected for an individual interview will be notified via e-mail in their Brockport account by **Monday, November 23rd.**
- Final candidates will be chosen and notified via e-mail on **Friday, December 4th.**

STUDENT HOST APPLICATION FOR SPRING 2010

Part One: General Information & Recommendations

Name: _____ Banner ID: _____

BROCKPORT e-mail: _____ Screen Name: _____

Campus/Local Address: _____

Home Address: _____ Local Phone # _____

_____ Home Phone # _____

Major(s): _____ Minor(s): _____

Class year: _____ Current mid-semester or cumulative GPA: _____

Please list any clubs, organizations, jobs or activities you have been involved with outside of the classroom as a Brockport student:

* * * * * Recommendations * * * * *

Please list the name and title of one faculty or professional staff member (no undergraduate students) and your Resident Director. They will each submit a recommendation form regarding your qualification for this position. Please provide these individuals with the attached recommendation forms and inform them of the **November 13th** application deadline. Your application will not be considered complete without these two references.

Name: _____ Title: _____

Phone: _____ How do you know this person? _____

* * * * *

Name of your RD: _____ Hall: _____

Phone: _____

Part Two: Essay Questions - please answer all to the best of your ability.

1. What interests you about the Student Host position the most?
2. What was your most memorable experience at The College at Brockport as an incoming and/or new student? What did you learn from that experience and how would you relate that to prospective students?
3. Describe your typical week. Specifically, how do you spend your “down time” when you are not in class or studying?
4. Describe an experience you have had relating with people who may be different from you (differences can include cultural, racial/ethnic, age, beliefs, etc.).
5. What would you do if, while you were hosting a prospective student, you encountered alcohol in your residence hall room/suite, or if you encountered other Brockport students who had been drinking or using drugs?

Agreement and Verification of Information:

I have read and understand the Student Host position description and responsibilities. I affirm that the information which I have provided on this application form and all other application materials for the position of Student Host are complete, accurate, and true to the best of my knowledge. I give First Year Experience office permission to check my academic and disciplinary standing.

Signature: _____ Date: _____

For future reference, how did you hear about this position?

**Please return this form to the First Year Experience office in B4 Cooper Hall
no later than Friday, November 13th at 4 p.m.**

*If you have any questions, please contact Andrea Newman, Coordinator of the First Year Experience at
585-395-5435, SN Orient2Brockport, or anewman@brockport.edu*

STUDENT HOST RECOMMENDATION FORM # 1

Name of applicant: _____

I waive my right to view this form

I do not waive my right to view this form

Applicant Signature: _____ Date: _____

To the Evaluator: The student listed above is applying host prospective students during the 2010 spring semester. If chosen, this student will be responsible for prospective students: bringing them to classes, co-curricular activities and hosting them in their room overnight. Please comment on the capabilities of this individual based on your interactions. Thank you for your assistance in our selection process. (Please use the back of this sheet if necessary or attach a letter of reference.)

Name of Reference: _____ Phone Number: _____

Position/Title: _____ E-Mail: _____

How long have you know the applicant? _____ In what capacity? _____

Please identify the level at which the applicant has performed the qualities listed below according to the scale:

Skill	Excellent	Good	Average	Fair	Poor	No basis for judgment
Communication Skills						
Reliability/Responsibility						
Self-Confidence						
Adaptability/Flexibility						
Maturity						
Leadership Potential						
Attitude						
Cooperation with Others						
Receptive to Differences						

Please list those personal characteristics you believe this candidate possesses that would be beneficial to the Host program.

Please list any personal characteristics you believe may deter this candidate from being a successful student host.

If necessary, please provide any additional information on the applicant's abilities and potential to succeed in this position below or on a separate sheet.

Based on your knowledge of the applicant, as well as the type of position for which s/he is applying, please indicate your overall recommendation of how this person will function in this position:

Recommend Highly Recommend Recommend with Reservations Not Recommend

Signature: _____ Date: _____

Please return this Recommendation Form to the First Year Experience Office in B4 Cooper Hall by Friday, November 13th at 4 p.m. If you have any questions about this position please contact Andrea Newman, Coordinator of the First Year Experience at 395-5435.

STUDENT HOST RECOMMENDATION FORM # 2 (for Resident Director)

Name of applicant: _____

I waive my right to view this form

I do not waive my right to view this form

Applicant Signature: _____ Date: _____

To the Evaluator: The student listed above is applying host prospective students during the 2010 spring semester. If chosen, this student will be responsible for prospective students: bringing them to classes, co-curricular activities and hosting them in their room overnight. Please comment on the capabilities of this individual based on your interactions. Thank you for your assistance in our selection process. (Please use the back of this sheet if necessary or attach a letter of reference.)

Name of Reference: _____ Phone Number: _____

Position/Title: _____ E-Mail: _____

How long have you know the applicant? _____ In what capacity? _____

Please identify the level at which the applicant has performed the qualities listed below according to the scale:

Skill	Excellent	Good	Average	Fair	Poor	No basis for judgment
Communication Skills						
Reliability/Responsibility						
Self-Confidence						
Adaptability/Flexibility						
Maturity						
Leadership Potential						
Attitude						
Cooperation with Others						
Receptive to Differences						

Please list those personal characteristics you believe this candidate possesses that would be beneficial to the Host program.

Please list any personal characteristics you believe may deter this candidate from being a successful Student Host.

If necessary, please provide any additional information on the applicant's abilities and potential to succeed in this position below or on a separate sheet.

Based on your knowledge of the applicant, as well as the type of position for which s/he is applying, please indicate your overall recommendation of how this person will function in this position:

Recommend Highly Recommend Recommend with Reservations Not Recommend

Signature: _____ Date: _____

Please return this Recommendation Form to the First Year Experience Office in B4 Cooper Hall by Friday, November 13th at 4 p.m. If you have any questions about this position please contact Andrea Newman, Coordinator of the First Year Experience at 395-5435.