

# **2008-2009 NEW STUDENT ORIENTATION ALPHA LEADER APPLICATION PACKET**

**AZUSA PACIFIC UNIVERSITY  
OFFICE OF STUDENT SUCCESS**

## **Applicant Criteria**

- ✓ Have a minimum cumulative and quarterly GPA of 2.5
- ✓ Be enrolled as a full time student at APU during the 2008-2009 academic year
- ✓ Complete the AL Selection Process and Application Requirements
- ✓ Have taken the Fall or Spring Beginnings course, or have taken the Gallup StrengthsFinder and own the StrengthsQuest text
- ✓ Be able to demonstrate a personal relationship with Jesus Christ

## **Requirements for Application**

- ✓ Registrar's verification of grades
- ✓ One recommendation form from your Alpha Leader (**form provided**)
- ✓ Picture of applicant (the picture will be used for identification purposes)
- ✓ Current resumé
- ✓ Complete and return either a written or typed application along with supporting documents to the Office of Student Success by Monday, February 18, 2008, at 5:00pm

**Candidates must be available for individual interviews during the following time period:**

**Monday, February 18 – Thursday, February 28**  
**(no interviews on weekends)**

**Application Deadline is Monday,  
February 18, 2008, by 5:00 pm**

## ALPHA LEADER APPLICATION

The Office of Student Success prefers that applications be typed or printed legibly using black or blue ink. However, you MUST type the essays. Applications are due no later than **Monday, February 18, 2008, by 5:00 pm** (Postmarks not accepted). Please submit completed applications to the **Office of Student Success**.

### PERSONAL DATA

\*All of the following must be provided for identification and contact purposes.

Name: \_\_\_\_\_

(Last)

(First)

(Middle initial)

Student ID Number \_\_\_\_\_ Student Box Number \_\_\_\_\_

\_\_\_\_\_

On-Campus Residence \_\_\_\_\_

Off-Campus Residence \_\_\_\_\_

Cell Phone \_\_\_\_\_

Summer Address \_\_\_\_\_

E-mail Address \_\_\_\_\_ Do you check e-mail regularly? Y

N

T-Shirt Size (for Orientation/Bridges t-shirts): S M L XL XXL

### EDUCATIONAL BACKGROUND AND PLANS

Fall '07 Semester G.P.A. \_\_\_\_\_ Cumulative G.P.A. \_\_\_\_\_

Registrar's Verification (Initials) \_\_\_\_\_

You must have a minimum cumulative G.P.A. of 2.5 to be considered as an applicant. Grades will be checked during the application process and at the beginning of both spring and fall semesters in order to verify your eligibility.

What other commitments do you have planned for next year? Be *specific* as to type, hours involved, and length of involvement. Include Summer, Fall, and Spring semesters.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of hours per week you will be involved in activities:

On-campus \_\_\_\_\_

Off-campus \_\_\_\_\_

**PLEASE INDICATE WHICH TYPE OF ALPHA LEADER POSITION YOU WOULD PREFER TO HOLD**

Freshman Alpha Leader

Honors Alpha Leader

International Student Alpha Leader

Do you have experience in any of the following?

Leading Worship

Yes  No

Audio or Visual Services

Yes  No

If yes, do you have a video camera?

Yes  No

Graphic Design

Yes  No

**INDIVIDUAL INTERVIEW**

All applicants will be required to attend an individual interview between the dates of **Monday, February 18- Thursday, February 28, 2008**. Applicants should sign-up for an interview in the Office of Student Success at the time of submitting their completed application. Applications are due no later than **Monday, February 18, 2008, by 5:00 p.m.**

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I have read the information for the New Student Orientation Alpha Leader position. I meet the minimum qualifications and know the expectations of the position and the requirements of the university according to the student leadership covenant. I understand that no application will be considered unless the application is received by the Office of Student Success by the deadline of **Monday, February 18, 2008 by 5:00 p.m.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**ESSAY INFORMATION (Please answer ALL THREE essay questions)**

Please limit your total response to three pages, double-spaced, 12 point font.

- I. In your own words, describe your top five strengths as given by the Gallup StrengthsFinder. With the description of the position in mind, how will your Strengths be effective in the role of Alpha Leader?
- II. In your own words, please explain the purpose of the Alpha program.
- III. How did the Alpha program impact your first year experience at APU?

**PLEASE RETURN COMPLETED APPLICATIONS BY  
MONDAY, FEBRUARY 18, 2008, BY 5:00 PM TO:  
THE OFFICE OF STUDENT SUCCESS  
901 E. ALOSTA AVE. AZUSA CA, 91702  
(626) 815-2083  
ossstu@apu.edu**

## **ALPHA LEADER POSITION DESCRIPTION**

Under the general supervision of the Director and Associate Director of Student Success, and the indirect supervision of the Graduate Assistants for Beginnings and Orientation, the Undergraduate Intern(s) for New Student Programs, and the Alpha Counselors, the Alpha Leader assists in the creation, implementation, and coordination of the Orientation program for APU. As an employee of the university, the AL represents both the department and the institution as a member of the Student Success paraprofessional staff. Under the direction of the Director and Associate Director of Student Success, the AL is expected to serve a small group of new students in all respects, leading, teaching, and keeping them accountable to their commitment to the university and to a worldview that seeks to honor and glorify God.

The AL will be responsible for, but not limited to the following:

- 20% Beginnings: The Alpha Leader will set aside time in their week to attend one session of Beginnings with their Alpha students. Those times are Tuesday/Thursday 9:45-11:10am and Wednesday from 1:00-1:55pm. They will have a weekly meeting outside of class with their group. In addition, they will keep track of their students' grades, collect journals, keep attendance, etc.
- 20% Orientation: The Alpha Leader will participate in all facets of Orientation. They will attend all events required by the supervising staff, assist with set up and tear down, aid any parents or other visitors with questions/concerns, work cohesively with other participating departments, and support the overall purpose and goal of New Student Orientation.
- 20% Training: the Alpha Leader will attend all required training for their position. They will actively engage in all training exercises, support their fellow Alpha leaders, respect their Alpha Counselor, and follow the lead of the Student Success staff.
- 20% Bridges: the Alpha Leader will attend Bridges as a part of training, August 17-23, 2008.
- 15% Strengths: the Alpha Leader will strength counsel the members of their Alpha group. This will consist of an one hour strength counseling session, which the Alpha Leader will be trained for during August.
- 5% Other duties as assigned.

### **LENGTH OF CONTRACT:**

The AL position begins Wednesday, March 26, 2008, at the first Alpha Leader meeting and concludes in December with the conclusion of Beginnings and the Alpha Banquet. Training commences in the beginning of August.

### **COMPENSATION:**

Although the AL position is a volunteer position, each AL will receive 30 ministry credits. ALs will be provided with meals during all training periods. Meals and expenses are covered during the Bridges program as well. ALs are also given the Bridges and Orientation T-shirts. ALs are welcome to use the Office of Student Success for recommendations and references.

### **BEGINNINGS:**

Alpha Leaders will be required to set aside one section of Beginnings per week, Tuesday or Thursday at 9:45-11:10am or Wednesday 1:00-1:55 pm. It is not necessary to register for a class section. If accepted, please be prepared to attend one class-time per week with your Alpha group.

### **REQUIRED DATES:**

<b>Wednesday, March 26</b>	First Alpha meeting, 10:30pm
<b>April 4-5</b>	Alpha Leader Spring Retreat
<b>TBA</b>	CCL Conference
<b>Early August</b>	Alpha Leaders come back for Training, Bridges, and Orientation
<b>Mid October</b>	Alpha Leader Fall Retreat, TBD
<b>Mid November</b>	Alpha Leader end of year banquet, TBD

## **2008 Alpha Leader Selection Process Timeline**

<b>Thursday, Feb. 7</b>	Applications available
<b>Monday, Feb. 18</b>	Application Packets due by 5:00 p.m. to the Office of Student Success
<b>Monday, Feb. 18- Thursday, Feb. 28</b>	Individual interviews in the Office of Student Success
<b>Friday, Mar. 7</b>	Decision letters will be sent to student mailbox
<b>Wednesday, Mar. 12</b>	5:00 p.m. deadline to accept/decline position
<b>Wednesday, Mar. 26</b>	First Alpha 2008 meeting at 10:30 p.m. in Trinity Lounge

# Alpha Leader Recommendation

Dear Former Alpha Leader:

As one portion of the Alpha Leader selection process, **it is required that AL candidates receive a recommendation form from their Alpha Leader.** To reacquaint you with the position, the responsibilities and the expectations of an AL are outlined below.

## Responsibilities of the Alpha Leader

- *To assist in the planning and implementation of the Orientation programs*
- *To initiate and develop open communication with students and family members attending any Orientation programs*
- *To be responsible for a group of 10 to 15 new students, assisting them with their transition to APU*
- *To keep a group of students accountable to assignments and attendance during the Beginnings course*
- *To serve as a spiritual mentor and leader for new students during the Fall semester*
- *To fully engage and participate in Alpha training*

It is our belief that the boundaries of a student's learning environment extend beyond that of the classroom. The Orientation program plays an important role in nurturing our student's educational development. ALs are student staff members who play an integral role in the leadership of our program.

The position, by nature and design, allows all ALs the opportunity to play a major role in facilitating students' adjustment to the university and overall development. They are asked to assume the roles of teacher, programmer, advisor, resource, coordinator and friend. They are important members of the university's total educational contingent.

Basic to the AL position is the willingness to experience and learn new things and make changes if appropriate, and decisions on their own. The AL is expected to challenge her/himself as well as those around her/him. The job is fulfilling, stimulating, challenging and time consuming. The AL position is not for everyone. It demands dedication.

Please complete this recommendation with care and honesty. Your input is very important to the candidate and us. Thank you for your time and consideration. If you have any questions, please contact the office at (626) 815-2083.

Sincerely,

The Office of Student Success

## New Student Orientation Alpha Leader Recommendation

Name of Applicant \_\_\_\_\_

Please rate each characteristic by checking the boxes that most accurately describe the applicant's abilities. If necessary, *please expand* on the applicant's strengths and weaknesses in these areas. **The recommendation needs to be returned by Monday, February 18, 2008, by 5:00 p.m.**, to the Office of Student Success by one of the following methods:

1. Returned to the applicant in a signed, sealed envelope to be submitted with the application packet or,
2. Mail to: **Azusa Pacific University  
The Office of Student Success  
c/o AL Selection Committee  
901 E. Alostia Ave. Azusa, CA 91702**

Former Alpha Leader's Name \_\_\_\_\_

How well do you know this applicant?

- Very Well       Fairly Well       Casually

How long have you known this applicant? \_\_\_\_\_

**Ability to Lead and Work with Others** – Consider the ability to inspire others, to coordinate and lead activities, to facilitate group interaction, and to respond appropriately to suggestions and criticism.

- Inspiring to others, very cooperative, strong force to group morals
- Works well with others, very adaptable
- Can do satisfactory work with others, but tends to work alone
- Not a team worker, antagonizes people
- No chance to observe

**Personality** – Consider the applicant's ability to make a pleasant impression and ability to deal with a wide range of personalities.

- Great impression, easily interacts with a wide variety of people
- Favorable impression
- No particular impression
- Minor difficulties with a few people
- Somewhat irritating

**Social Sensitivity** – Consider the applicant's ability to be sensitive to and understanding of others' reactions and feelings and the ability to make effective responses to them.

- Exceptionally sensitive and responsive to others
- Genuinely tries to be sensitivity, not always able to respond effectively
- Sometimes shows sensitivity, not always able to respond effectively
- Often not alert to others' feelings
- No chance to observe

**Diversity Awareness** – Consider the applicant's ability to be sensitive to and understanding of diversity issues and their ability to respond effectively to them.

- Exceptionally sensitive, aware of issues, and responsive to them
- Genuinely tries to educate self and understand issues
- Sometimes shows sensitivity, not always able to respond effectively
- Could be considered closed minded
- No chance to observe

**Responsibility** – Consider the degree to which the applicant is dependable, prompt, able to manage time effectively, and willing to take initiative.

- Very dependable, always completes tasks, takes initiative
- Works hard if interested, generally reliable, needs direction
- Satisfied just to get by, somewhat unreliable
- Unreliable
- No chance to observe

**Ability to Express Self** – Consider the applicant’s communication style and skills.

- Convincing, excellent command of words
- Logical, good self-expression
- Usually gets ideas across, sometimes vague
- Frequently vague
- No chance to observe

**Maturity** – Consider the applicant’s common sense, judgment, integrity, and self-awareness.

- Displays mature and responsible behavior, is respected by peers
- Is mature and responsible in most situations
- Displays average maturity for age, sometimes influenced to act against better judgment
- Displays immature behavior, often responds inappropriately
- No chance to observe

**Emotional Stability** – Consider the applicant’s response to stressful situations and evenness of disposition and mood.

- Very stable, exceptionally capable of dealing with stress
- Even disposition, stress occasionally disrupts life
- Stable in ordinary situations, but disorganized by problems, prone to worry excessively
- Tends to be overly emotional, tension evident and very disruptive
- No chance to observe

**Overall Recommendation** – Do you recommend that the applicant be hired as an AL?

- Definitely hire; explanation below
- Probably hire; consider reservations below
- Probably do not hire; reservations below
- Definitely do not hire; explanation below
- Undecided

**What do you see as the applicant’s greatest strengths? What areas would you be concerned about? Explain on the back of this sheet.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return no later than  
Monday, February 18, 2008, by 5:00 pm**