

**PLEASE CHECK ALL POSITIONS OF INTEREST** (*application will be invalid if at least one is not chosen*):

Although the coordinators will work jointly on most endeavors, each coordinator will be individually responsible for a major FYE event. Please choose which event that you are most interested in working with:

- Summer Orientation & Registration**
- New Lancer Days**
- Operations and Logistics**

Your choice above does not guarantee your placement if hired. The positions will be filled with the best candidate as determined by the selection committee.

### First Year Experience Coordinator Application

<b>Full Name &amp; "L" Number</b>	
<b>Residence Hall and Room or Local Address</b>	
<b>Campus Mailbox #</b>	
<b>Campus or Local Phone#</b>	
<b>Longwood E-mail Address</b>	
<b>Permanent Address</b> <i>(street, city, state, zip code)</i>	
<b>Home Phone #</b>	
<b>Cumulative GPA</b> <i>(minimum of 2.5 required)</i>	
<b>Graduation Year</b>	
<b>Major</b> <i>(include minor if applicable)</i>	
<b>Peer Mentor Service</b> <i>(indicate years and positions held)</i>	
<b>Will this position be fulfilling an internship requirement?</b>	

**PLEASE TYPE YOUR RESPONSES TO THE FOLLOWING QUESTIONS ON A SEPARATE SHEET OF PAPER. YOUR RESPONSES SHOULD NOT EXCEED SIX TO EIGHT TOTAL PAGES (inclusive of resume).**

- 1) Why are you interested in the First Year Experience Coordinator position?
- 2) What skills, qualities, characteristics and/or experiences could you bring to this position that would make you competitive with other applicants? How has your service as a Peer Mentor assisted in the development of these attributes?
- 3) In your opinion, what are the most important elements of a First Year Experience program and why? If hired, how would you achieve these goals?
- 4) The FYE coordinators will supervise the Peer Mentor team during Orientation & Registration and New Lancer Days. How do you feel about supervising your peers and friends and what are some tactics you would employ to best navigate this situation?
- 5) Please include a resume detailing your education, employment, campus activities, and/or community service involvements. Indicate leadership positions where applicable.

**PLEASE READ THE FOLLOWING STATEMENT AND SIGN BELOW:**

I have read and understand the qualifications, time commitments, remunerations, and job expectations for the 2008-2009 First Year Experience Coordinator position. I acknowledge that the information contained in this application is factual and is a realistic assessment of my abilities. I understand that falsification of information on this application may result in my dismissal from the selection process and Honor Board charges. I authorize the Office of First Year Experience to verify my grade point average and my disciplinary record.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# References

*Please provide three references that can attest to your character, responsibility and leadership abilities. Ideally, these references should be able to provide information about you on personal, professional, and academic qualifications.*

## Personal Reference Information:

Name (Print): \_\_\_\_\_

Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

## Professional Reference Information:

Name (Print): \_\_\_\_\_

Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

## Academic Reference Information:

Name (Print): \_\_\_\_\_

Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Please Note: Current staff of the Office of First Year Experience and Longwood Seminar cannot be used as a reference for this position. (Sarah Whitley, Stacey Wilkerson, Dr. Mark Fink, Amy Peake, or Colleen Whitney)**