

Orientation Leader (OL) Application Procedures 2009

New Student Programs, Towson University

Enclosed, along with this Application Procedures Checklist, are one Orientation Leader Position Description and one Application for Employment. Please follow all instructions on the application to avoid delayed processing or possible denial of your application.

Keep track of your application status by using the Application Procedures Checklist below:

Position Description – Read the entire position description to confirm that you meet all qualifications for the position. Also, make sure you are available for all dates and times required.

Application - The completed application must be submitted along with the essay questions. Applications must be returned to the New Student Programs office by 4:00 PM on Friday, March 13.

Interview - Qualified applicants will be contacted via their Towson University email account on Tuesday, March 24. Applicants will then need to stop by the New Student Programs office to sign up for an interview time. Interviews will last approximately 20 minutes and will conclude by Friday, April 3. Based on the number of applications received, some applicants may not be offered an interview.

Hiring Decisions - Final hiring decisions will be made on Tuesday, April 7. Offers will be made via your Towson University email account. Please note that some applicants will be offered positions as Alternates. Alternates could be contacted at any time between the date of hiring and fall orientation with the offer of an Orientation Leader position.

Training - In addition to the August training events listed in the Position Description, all hired Orientation Leaders and Alternates must attend one of the four TBD spring training sessions.

Special Note - All hiring decisions are contingent on completion of all related paperwork through the offices of Human Resources and Payroll. Instructions on completing all paperwork will be distributed during the spring training sessions. New Student Programs reserves the right to withdraw hiring offers if paperwork is not completed by designated dates.

For more information please contact:

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