

2016-2017

Gustie Greeter Selection

Be Bold, Be a Greeter

Important Information... please read carefully

- **Monday, February 15:** Please attend the Student Leader Open House from 7 – 8 p.m in the Dive
- **Friday, February 19:** Applications are due directly to the Campus Activities Office by 4:00 p.m.
Late applications are not accepted.
- **Friday, February 26:** Reference forms are due directly to the Campus Activities Office by 12:00 p.m.
- **Sunday, February 28:** A required “group process” for all applicants will be held from 2-6p.m. in Alumni Hall. If you do not attend, we will assume you have decided not to continue in the application process.
 - *If you have a conflict or questions regarding Group Process, please contact Cassandra Nelson by Tuesday, February 23 at x7598 or cnelson2@gustavus.edu. Missing group process may put you at a disadvantage and you do not have a way to “make it up.”*
- **Monday, February 29:** You will be notified of your applicant status via email. The written application and group process determines which candidates will be interviewed individually.
- **March 1-11th:** Individual interviews will be held.
- **Monday, March 14:** Those interviewed will be notified of their final status through the P.O.s.
- **Signed contracts must be returned to Campus Activities Office by March 24, 2016.**
- **Gustie Greeter meetings for the new staff are Wednesday evenings from 9 - 10 p.m. beginning on April 6th.**
- **Individuals selected for Gustie Greeter positions are required to return to campus on Thursday, August 25, 2016 for training.**

BE Bold, Be a Greeter.

Due to the role Greeters play in the facilitation of Orientation Groups, Gustie Greeters cannot accept Collegiate Fellow, Peer Assistant, CAB, or I Am... We Are/E Pluribus Gustavus cast positions for the 2016-2017 academic year. You are, however, welcome to go through the application process for more than one group. In addition, Gustie Greeters cannot be Dining Service supervisors due to training conflicts.

*****SAMPLE*****
Gustie Greeter Contract 2016-2017

Gustie Greeters serve as agents to promote the ideals of Gustavus Adolphus College and the New Student Orientation program. With this position, Greeters serve as role models to peers, specifically to new students as they begin their college careers at Gustavus. Gustie Greeters also serve as resources for families and provide support throughout the year to their Orientation Groups and campus wide programs.

Time/schedule commitments:

- ❖ Make the Gustie Greeter position a year-long commitment by attending weekly meetings on Wednesdays at during the Spring Semester and bi-monthly during the Fall Semester.
- ❖ Following the formal Orientation period, connect with each of the members of your Orientation Group on a regular basis and organize an activity for the group once a month.
- ❖ Participate fully in training sessions during the Spring Semester (unless you are a returning Greeter who is abroad) and during the six-eight days prior to New Student Orientation in the fall.
- ❖ Participate fully in all of the days of New Student Orientation and adhere to all required meetings with Orientation Groups and programs.
- ❖ Sign up for and actively participate in one of the Greeter committees working on different aspects of the Orientation program (i.e. parent relations, training and development, common reading, etc.).
- ❖ By May 4, 2016, choose and meet with a faculty/staff/administrator to work with you and your Orientation Group in the fall. Notify the Greeter advisor of your selection.
- ❖ Create and submit a final draft of a summer letter for your Orientation Group to the Campus Activities Office by Wednesday, May 4, 2016.
- ❖ Return to campus for training on Thursday, August 25, 2016. Training will begin that afternoon.

Behavioral Expectations:

- ❖ Understand the influential role you have as an upperclass student on incoming students and that your words and actions often frame initial perceptions of the College.
- ❖ Remain in good standing with the institution (not on or ever have been on disciplinary probation).
- ❖ Be in good academic standing with the College. Maintain a minimum cumulative GPA of 2.50 or higher.
- ❖ Consider self a role model for others both academically and personally and behave accordingly.
- ❖ Support the goals, objectives, and philosophy of the Orientation program and the educational mission of the College.
- ❖ Present an open and accepting attitude for all lifestyles and choices, both with our new students and within the Gustie Greeter staff. Treat self and others with respect during the entire contract period.
- ❖ Behave in a manner consistent with the Ethical Guidelines for Gustie Greeters (attached).
- ❖ Not consume alcohol or other mind altering drugs during the six-eight days of fall training and the four days of New Student Orientation (August 23– September 6, 2016). Any use of these substances during these days will be grounds for immediate dismissal.

Violation of these contract stipulations can result in the loss of your position as a Gustie Greeter.

Gustie Greeter Ethical Guidelines

This document is intended to make behavior expectations for Greeters more explicit and inform judgments, which will support our position on campus as role models. The spirit of the information lies first in personal accountability, second to interventions with others, and finally through reporting when necessary.

Confidentiality:

- All staff must abide by the Family Education Rights to Privacy Act (FERPA) which will be explained in training.
- Keep conversations about others appropriately private and confidential.
- Do not share personal or confidential material you have received – either from the College about a student or from the student him/her self – with others unless it is a situation in which you are a mandated reporter.
- Do not share any personnel and/or selection information with anyone not directly involved with the decision.

Technology:

- Display a positive image of yourself on any form of social media: Facebook, Twitter, Snap Chat, Instagram, Tumbler, etc.
- You may accept friend requests from your greetees once New Student Orientation week is over and classes have begun.

Academic Honesty:

- Uphold the Gustavus Honor Code

Alcohol:

- If you are of legal age, use alcohol appropriately and responsibly.
- If you are under 21, make good choices, understanding that you are a role model to underclass students and that your actions impact not only yourself but every Gustie Greeter.
- Never publicize or promote the opportunity to consume alcohol to a greetee or any first year student.
- If you witness a greetee consuming alcohol, remove yourself from the situation. If you are concerned about the behavior, address the situation with the greetee on the spot (if they are a danger to themselves or others) or at a later time.
- If you are of legal age and plan to host an event with alcohol, abide both by federal and state laws (do not serve those under 21, do not sell).

Drugs:

- The use of illegal drugs is prohibited at all times.
- Use legal drugs and medications responsibly.

Hazing:

- Hold yourself to a “zero tolerance” standard for perpetrating hazing acts.
- Commit to not being a bystander of the hazing of others.
- If you witness hazing, stop the behavior in progress and report it either anonymously through the Silent Witness program or directly to a staff member.

Relationships:

- Establish and nurture positive, inclusive personal relationships within the Greeter group
- Do not enter into an intimate relationship or encounter with any greetee for the duration of their first academic year. This compromises the mentor/mentee relationship that you have established and affects your group dynamic. Exceptions to this can be considered by setting up a joint meeting with the Greeter supervisor.

Campus Security Authority/Mandated Reporter

- Due to your role as a Gustie Greeter you are considered a "Campus Security Authority" for the College. Gustavus Adolphus has a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community, and, as such, campus security authorities you will be obligated by law to report crimes to the Campus Safety Department.

2016-2017 Gustie Greeter Application

Name _____ I.D. # _____
(last) (first)

Current Year in School _____ Gustavus cumulative G.P.A. _____

Major _____ Minor _____

E-mail Address _____ Preferred phone _____

Are you a transfer student? _____

If yes, are you willing to work specifically with transfer students as a Transfer Greeter? _____

Please answer the following questions, limiting your responses to three typed pages. Attach this cover sheet to your essays and return both to the Campus Activities Office by:

Friday, February 19, 2016 at 4:00 p.m.

*****IMPORTANT: Please use only your student ID# to identify yourself on your application questions by placing it in the top right corner of each page. *****

1. What activities are you currently involved in both on and off campus, and how would Greeters "fit" into these commitments? Please be specific about your priorities.
2. What fictional character are you most like, and why?
3. Reflect on your first semester/year at college and identify two concerns or adjustment issues you faced. How did you deal with them and how can you help new students deal with similar issues?
4. Talk about a time when you took action in your own life to increase your understanding and/or promote diversity?
5. What has been the most useful feedback that you have received and how did you use this to improve?
6. Describe your understanding of what a Greeter does. What would be the most rewarding aspect? What would be the most challenging?

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- Please give the attached recommendation to an on-campus reference (examples include: faculty member, student employment supervisor, coach, CF). A current Greeter should not be a reference.
- The recommendations must be returned directly to the Campus Activities Office by Friday, February 26, at 12:00 p.m.

Reference Name

Relationship

Phone

1.

Because the Gustie Greeter position is one of the premiere leadership opportunities on campus, Greeters cannot be on academic or ever have been on disciplinary probation during their contract term (April 2016 – March 2017). In addition, you must have and maintain a minimum 2.5 cumulative GPA to be a Gustie Greeter. I hereby authorize the Campus Activities Office to check my eligibility status.

Signature & date

Gustie Greeter Campus Reference

Name of Applicant _____

Name of Reference _____

Reference E-mail _____ Reference Phone _____

How well do you know the applicant? ___ Slightly ___ Fairly Well ___ Very well

Under what circumstances and how long have you known the applicant?

Gustie Greeter Mission Statement

The Gustie Greeter is an experienced Gustavus student who serves as a student member of the orientation staff within the Campus Activities Office. As a staff member of the Division of Student Life, Gustie Greeters have the responsibility of acclimating new students and their families to Gustavus Adolphus College, including, but not limited to, the following activities:

- promoting engagement with the college and its various resources
- encouraging academic excellence
- communicating college expectations
- creating an inclusive environment
- serving as a support person to new students and families as necessary

Success of Gustavus's orientation program is dependent upon the performance of each Gustie Greeter as s/he fulfills responsibilities and supports other staff members and students.

INSTRUCTIONS: Please respond to the following prompts as honestly as possible and **return this form directly to the Campus Activities Office by Friday, February 26 at 12:00 p.m.** If you have any questions about the role of the Gustie Greeter on campus or concerns about completing the form, please contact Andrea Junso, X6282

5: Exceptional/Top 1 – 2%

2: Good/Top 25%

4: Outstanding/Top 5%

1: Average/Top 50%

3: Very good/Top 10%

0: Below av./Bottom 50%

This student is able to communicate
his/ her thoughts well:

0 1 2 3 4 5

This student is motivated in approaching
new situations and able to carry
work through completion:

0 1 2 3 4 5

This student would be a good representative
of the Gustavus community:

0 1 2 3 4 5

This student can succeed in both individual
and group settings:

0 1 2 3 4 5

This student has displayed empathy and inclusivity

0 1 2 3 4 5

Please circle the 10 words or phrases that you feel describe this applicant best:

Disorganized	Fun	Sarcastic	Quick	Extrovert
Optimist	Relaxed	Caring	Empathetic	Serious
Consistent	Quiet Strength	Quiet	Flexible	Perfectionist
Committed	Creative	Motivated	Effective	Even Tempered
Reflective	High Strung	Know it all	Head Strong	Calm
Impulsive	Shy	Proud	Over commits	Courageous
Enthusiastic	Introvert	Credible	Pleasant	Cynical
Listener	Humorous	Pessimistic	Eager	Fussy
Leader	Hot-Headed	Moody	Inconsistent	Organized
Follower	Tentative	Mature	Poor Attitude	Independent
Reliable	Sensitive	Thorough	Timid	Communicative
Responsible	Tolerant	Conscientious	Artistic	WOW!

What unique experiences, perspectives, or passions might this applicant bring to the Greeter team?

What weaknesses might challenge the applicant's performance as a Gustie Greeter?

Please provide any **additional comments** that might be helpful in our selection process. If applicable, how does this student compare with others you have recommended for the position?

I recommend this student as a Gustie Greeter:

___ Highly Recommend (Top 10%)

___ Recommend w/ Reservations (Top 50%)

___ Recommend (Top 25%)

___ Do Not Recommend (Bottom 50%)