

JAMES MADISON UNIVERSITY | ORIENTATION OFFICE
2022 FIRST YEAR ORIENTATION GUIDE (FROG) APPLICATION PACKET

This packet will provide you with all the necessary steps in order to apply to be a 2022 FROG! Being a FROG provides students the opportunity to serve our first year students and the JMU community. After reviewing this packet, we hope that you will strongly consider applying to be a part of our 2022 team.

Information to review about being a FROG:

_____ **Reviewed the Position Description:** Make sure you have read the entire position description closely as there are many changes. It starts on page two and you should be able to fulfill all expectations when applying.

_____ **Reviewed the FROG Commitment to Excellence:** If you are selected to serve as a First year Orientation Guide, the Commitment to Excellence on page four, will serve as your contract throughout your experience. *(You do not have to submit this to us, the Commitment to Excellence is not signed until after you are hired)*

_____ **Have Your Resume Ready to Go:** You will be asked to copy and paste your resume into the online application. Make sure you have your resume readily accessible for this. If you do not have a resume or are unsure about what it should look like, please visit University Career Center's website for more information:

<https://www.jmu.edu/career/students/jobintern/resumes/index.shtml>

Steps to Apply:

ACKNOWLEDGMENT STATEMENT

- *By submitting your online application, you acknowledge that you have read and understand the responsibilities of being a First year Orientation Guide and agree to abide by the FROG Commitment to Excellence. You further understand that if you are selected to be a FROG, you may not train for other on- or off-campus employment, nor engage in any additional volunteer experiences during August 16-23, 27-28, and September 3-4. If you do have competing responsibilities, please contact the orientation office as soon as possible, and we will work with you as much as possible.*
- *Also, you give Orientation permission to confirm your academic and judicial standing.*

_____ **Completely review this packet**

_____ **Submit the Online Application at:** <https://jmu.questionpro.com/t/ARlxcZqyOd>

Have questions before applying?

PHONE:	540.568.1787
EMAIL:	orientation@jmu.edu
VISIT:	Student Success Center, Room 2100
ON THE WEB:	http://www.jmu.edu/orientation/employment.shtml

Selection Process

There are several steps in the selection process. All applicants who successfully complete the application and are selected will receive an individual interview. Candidates will be notified via email of their standing at each stage in the process.

1. **Complete the online application process. Late Applications are due: Thursday, March 31st, 2022 by 11:59pm.**
2. **If selected, candidates will be invited to sign up for an individual interview.**
3. **Individual interviews will be schedule on a case by case basis with candidates upon review of an application.**
4. **Attend FROG April Training Day on April 23, 2022.**

2022 FIRST YEAR ORIENTATION GUIDE (FROG) POSITION DESCRIPTION
JAMES MADISON UNIVERSITY | ORIENTATION OFFICE

"Orientation engages students in the learning experience by preparing them to be active and authentic members of the university community."

A SUCCESSFUL CANDIDATE:

- Demonstrates a commitment to Orientation and its mission to prepare students to be active and authentic members in the JMU learning experience.
- Is committed to the first-years' successful transition to James Madison University.
- Is willing to learn and grow through participation in training, discussion, and reflection.
- Is willing to serve as a positive role model to all students both on and off campus and in all social media venues.
- Is authentic and sensitive to the uniqueness of each situation and the individual(s) involved, thereby promoting an understanding and respect for various opinions, values, and cultural backgrounds.
- Maintains methods of organization and prioritizes tasks.
- Commits to taking leadership, communication, team work and customer service skills to the next level.

OVERALL RESPONSIBILITIES:

- Aid first-year students in developing academic effectiveness, positive peer relationships and personal adjustment to JMU through small group discussions, individual advisement, and professional interaction.
- Serve as peer mentors to first-year students throughout the 2022-2023 academic year.
- Provide excellent customer service to new students and family members by communicating accurate information.
- Assist with the implementation and attendance of orientation programs.
- Demonstrate sensitivity to diversity and appreciate differences in first-year students and in the Orientation Team.
- Collaborate with ORL staff to promote a healthy community.
- Actively participate in reflection and debriefing sessions.

CONDITIONS OF EMPLOYMENT & MINIMUM QUALIFICATIONS:

- A minimum cumulative GPA of 2.5 is desired and must be enrolled as a full-time undergraduate student not studying abroad for the fall 2022. If you are below a 2.5 GPA, please apply if interested and be prepared to talk about your current academic progress in the interview.
- You must be in good disciplinary standing with James Madison University. Please be prepared to discuss any judicial record within the interview.
- Expected to participate in all Orientation training sessions and programs in the spring, summer, and fall.

COMPENSATION:

- FROGS are volunteers and do not receive monetary payment; however, once all required commitments are fulfilled, you will earn a graduate cord representing your time and dedication spent serving new students.
- Meals beginning with dinner on Tuesday, August 16 through dinner on Tuesday, August 24. Meals valued at approximately \$240 per FROG. Additional meals may be provided based upon other required commitments.
- Two FROG shirts and water bottle!
- Valuable volunteer, leadership, customer service, facilitation, and communication experience.

HOUSING & PARKING:

- **FROGs living off-campus in fall 2022 are responsible for making their own arrangements to move into their fall housing assignment prior to training beginning on August 16, 2022.**
 - At your request, the Orientation Office will furnish a letter indicating your involvement in the Orientation program. Requests should be made by May 1, 2022
- FROGs living on-campus in fall 2022 will be able to move into their assigned room early.
- FROGs are responsible for purchasing their own parking passes if needed and parking in lots designated by their decal. Orientation will not pay parking tickets.

IMPORTANT DATES & REQUIREMENTS:

FROGs must be available to attend and actively participate in all trainings and programs that occur on the dates listed below. **There are few exceptions for August 16 - August 23, August 27-28, and September 3-4.** Because of the intensive FROG responsibilities between the dates of August 16-23, August 27-28, and September 3-4, 2022, FROGs are unable to work or train for another job during that time, including, but not limited to Resident Advisers, UREC, etc. If you have questions about this, please email us and we may be able to work with you. All meals starting with dinner on August 16 – August 23, will be **required** to attend either with your OPA or with your assigned first year students. Other meals, during August 27-28, September 3-4, or others will be required based upon other required commitments.

Spring 2022 (*Only exceptions will be academic requirements*)

- Saturday, April 23 (All day) – FROG April Training Day
- Read emails and respond promptly to inquiries.

Summer 2022

- Read *FROG Files* monthly newsletter and respond promptly to inquiries.

August 2022

- Tuesday, August 16th through Thursday August 18th - August FROG Training
- Friday August 19th through Saturday August 20th - First-Year Student Move-In
- Saturday, August 20th through Tuesday, August 23rd; Saturday, August 27th & Sunday, August 28th; Saturday, September 3rd & Sunday, September 4th: Weeks of Welcome (Required Working Days)
 - **Weeks of Welcome runs August 20th through September 11th and FROGs will have optional opportunities to continue to engage in the program*

Fall 2022/Spring 2023

- Maintain contact with first-year students throughout the 2022-2023 academic year and host two reconnecting opportunities per semester. A meal voucher and agenda will be provided once you've registered your meeting details with the Orientation Office.
 - Early October
 - Early November
 - Early January
 - Mid- March (after Spring Break)

You may contact Brandon Cheatham, *Coordinator of Student Staff*, at cheathbg@jmu.edu if you have questions or concerns about any of the dates listed above. Please know that we are willing to work with you if you have any conflicts!

2022 FIRST YEAR ORIENTATION GUIDE (FROG) COMMITMENT TO EXCELLENCE
JAMES MADISON UNIVERSITY | ORIENTATION OFFICE

“Orientation engages students in the learning experience by preparing them to be active and authentic members of the university community.”

The 2022 Orientation Team is one. Together, we work towards the betterment of those touched by our services and the forward progression of James Madison University. As a volunteer associated with James Madison University’s Orientation Office, I understand that we will only be successful if each member of the Orientation Team commits themselves to a high level of excellence.

As a FROG, I will:

- Strive to selflessly serve the first-year students by making a positive difference in their lives and the JMU community.
- Welcome, encourage, support, and respect all individual differences and diversity amongst everyone I encounter, thereby promoting a welcoming and inclusive environment. I will not tolerate any display of prejudice or biases related to ability status, age, class, color, creed, ethnicity, gender, gender expression, gender identity, genetic information, HIV status, military status, nationality, physical characteristics, pregnancy, race, religion, sex, sexual orientation, veteran status, and other identities not listed.
- Be authentic and sensitive to the uniqueness of each situation and the individual(s) involved.
- Encourage first-year students to become involved both academically and socially in university life and will not recruit first-year students for membership in specific student organizations.
- Provide accurate information and seek out assistance when I do not know the answer.
- Communicate in a timely manner with appropriate individuals and/or groups when issues arise during and post Weeks of Welcome (i.e. partners, RAs, OPAs, and professional staff).
- Collaborate with Residence Life to ensure first year student’s transition to the JMU community is as smooth as possible.
- Continue to build positive, lasting relationships with my first-year students throughout the academic year, understanding that my position and responsibilities do not end with Weeks of Welcome. I will continue to serve as a resource by providing opportunities and engaging first-year students in activities and programs that will provide growth and focus on their academic and social transition to JMU. I will commit to planning and/or attending four reconnecting opportunities with first-year students throughout fall 2022 and spring 2023 semester.
- Recognize that I am “always on” and will complete all tasks with personal integrity. I will demonstrate responsible acts inside and outside of Orientation and continually act as a positive role model for incoming students, the Orientation staff, and the JMU community. I will also embody professionalism through all social media sites including but not limited to: Facebook, Twitter, etc.
- Abstain from promoting or participating in inappropriate activities such as swimming in Newman Lake, going into the Wilson Hall cupola, exploring the tunnels under the quad, etc.
- I will not recruit, promote, assist, or invite first year students to parties where alcohol or other drug usage is involved.
- Adhere to the alcohol policies of the university. I will not consume alcohol or any illegal substance within 24 hours of an Orientation event. I will not wear Orientation paraphernalia, including my FROG shirt, in the presence of alcohol.
- Uphold professional boundaries with all staff members and incoming students. I will not take advantage of my position as a First year Orientation Guide. (i.e. students, partners, RAs, OPAs, and professional staff)
- Attend all scheduled training sessions and events in their entirety.
- Stay positive, smile, and have fun!

By signing below, I acknowledge that I have read the statements above and agree to comply with them. I also understand that violation of any of these expectations will be dealt with on a case-by-case basis. Ramifications can include probation, termination from the FROG position and/or judicial sanctions. Severe violations may result in being ineligible to work for the Orientation Office in the future.

 Name of FROG

 Signature of FROG

 Date

 Name of OPA

 Signature of OPA

 Date

 Name of Orientation Professional Staff

 Signature of Orientation Professional Staff

 Date