

Debut Leaders play a key role in the orientation of over 3,000 new students and their families by guiding and leading them through their first experiences at EIU. Debut Leaders have the unique opportunity to be the first face of the University presented to incoming students and families. Individuals selected will participate in various training and leadership development activities as well as be responsible for making new students' experience during Debut & Prowl fun, eventful, and informative. (For more details see second page.)

Prime Purpose: Connect new students to the EIU community!

Senior Prowl Leaders play a key role in continuing the transition of over 3,000 new students and their families by guiding and leading new students through their first weeks at EIU. Senior Prowl Leaders will have the opportunity to build relationships, interact with University staff and faculty, and lead a team of Prowl Leaders. Individuals selected will assist with the selection and training of Prowl Leaders, serve as mentors and role models, and be responsible for making new students' experience during Prowl fun, eventful, and informative. (For more details see second page.)

Prime Purpose: Engage new students in EIU's culture and environment!

Application & Selection Process (Must have a cumulative G.P.A. of at least 2.5 and be an undergraduate student for Fall 2012 to apply.)

Important Process Dates:

- **Applications Due: *Wednesday, October 19, 2011***
- 1st Round Individual Interview: October 24 - October 28
- 1st Round Group Interview: Sunday, November 6 - 3pm to 5pm
- 2nd Round Finalist Presentations: November 9 - November 16

Components of the Application Process:

1. **Fill out the on-line application at www.eiu.edu/nsp/dlspl.php.**
 - You will need to provide the names and contact information of two (2) EIU full-time faculty/staff members to serve as references (no graduate or undergraduate students as references).
 - You will be required to answer the following 3 questions when you apply:
 1. What are the 3 most essential qualities that every employee must exhibit and why?
 2. As staff members at EIU we are proud to say "I am EIU." This statement means different things to each of us. When you say "I am EIU," what does it mean for you?
 3. What is the #1 reason you should be selected to join the staff of New Student Programs and represent your University?

Four Steps of the Interview Process:

Applicants will be evaluated in four steps. All applicants will proceed through the application, individual and group interviews. Only applicant finalists will participate in the individual presentation.

1. **Review of applications:** The Selection Committee will review all application materials and references.
2. **Group interview** (Sun, Nov. 6, 2011 3-5pm): All applicants will participate in the group interview process. The process will have two components: *Group Problem Solving*: 1) Groups of 4-6 applicants will participate in an activity that requires individuals to work together to solve a problem. 2) *Program Development*: Groups of 4-6 applicants will participate in an activity that requires individuals to work together to develop a presentation.
3. **Individual interviews:** All applicants will have an individual interview with members of the selection committee. Once you submit your application you will be asked to register for an interview time.
4. **Individual Presentations - Finalist Only:** Finalists are required to develop a presentation on one of the following topics:
 - 3 must Do's for new students before arriving on campus.
 - 3 must Do's for new students your first 3 weeks on campus.

SENIOR PROWL LEADER POSITION DESCRIPTION

Senior Prowl Leaders will:

- Attend Senior Prowl Leader meetings and training.
- Assist in Prowl Leader recruitment, selection and training.
- Assist with the recruitment of Panther Pals.
- Lead a team of Prowl Leaders.
- Coordinate and assist with moving new students into their residence halls, greeting families, answering questions, providing directions, and directing traffic.
- Coordinate and facilitate all Prowl activities including Prowl Welcome and Convocation, College Meetings, EIU Reads, Prowl Picnic, New Student Photo, Jumpstart 2 G.I.V.E., Prowl Success Workshops and much more.
- Interact with University faculty, staff, and administrators to help facilitate Prowl programs.
- Provide campus tours at the spring, summer, and fall Open Houses and Admitted Student Day.
- Serve as a commuter mentor and participate in retention activities.
- Represent the University in a positive manner.

Commitments: *(Please note we have tried to list all possible commitments; however, there may be additions to this list.)*

- Staff training will occur once a week for two hours and one weekend retreat date. Dates to be determined by December 8, 2011.
- Staff members will also be required to work the Open Houses and University special events.
- Prowl Leader selection and training.
- Prowl week training, preparation and event facilitation.
- Attend events as assigned.

Characteristics & Qualifications:

- Maintain a minimum cumulative GPA of 2.5
- Be in good judicial standing with the University.
- Ability to be outside and on your feet for long periods of time.
- Have a positive attitude.
- Be flexible, motivated, and open minded.
- Be passionate about EIU!

Note: Due to overlap of Prowl and Residence Life responsibilities, Resident Assistants are unable to apply for Senior Prowl Leader positions.

Compensation:

- Spring and Fall semesters staff members will receive minimum wage for facilitating campus tours.
- \$300 Honorarium for the spring semester and \$500 honorarium for fall commitments.
- Move-in to residence halls, Greek Court, University Court, or University Apartments early.
- Meals from August 10-19, 2012 (when Dining Services are open)
- Opportunity to develop leadership skills, build effective teams, and make new friends.
- Being part of an EIU tradition.

DEBUT LEADER POSITION SPECIFICS

Debut Leaders will:

- Attend Debut Leader meetings and training.
- Provide campus tours at the spring, summer, and fall Open Houses and Admitted Student Day.
- Facilitate transfer and freshmen Debut days which include: small group sessions, assisting with the Academic Advisement process, performing theatrical presentations, and facilitating the check-in and registration functions of the program.
- Interact with University faculty, staff, and administrators to help facilitate Debut programs.
- Serve as a commuter mentor and participate in retention activities.
- Staff members will also aid in the facilitation of the first week of Prowl.
- Represent the University in a positive manner.

Commitments: *(Please note that we have tried to list all possible commitments; however, there may be additions to this list.)*

- Staff training will occur once a week for two hours and one weekend retreat date. Dates to be determined by December 8, 2011.
- During the Spring and Fall semesters staff members will facilitate a tour guide shift out of Admissions weekly. Staff members will also be required to work the Open Houses and University special events.
- Individuals are required to facilitate EIU Debut programs from May 13 - July 27, 2012.
- Staff members are required to help facilitate Prowl.
- Attend events as assigned.

Characteristics & Qualifications:

- Maintain a minimum cumulative GPA of 2.5.
- Be in good judicial standing with the University.
- Ability to be outside and on your feet for long periods of time.
- Have a positive attitude.
- Be flexible, motivated, and open minded.
- Be passionate about EIU!

Compensation:

- Spring and Fall semesters staff members will receive minimum wage for facilitating campus tours.
- 10 weeks (May 13 - July 27) of Room and Board (when Dining Services is open) value of \$2,200.
- \$400.00 stipend for training and meetings from Jan. 1 - May 27, 2012.
- \$2,000 stipend for EIU Debut (May 31 - July 22, 2012).
- \$150 stipend and meal plan for Prowl Training and Opening Weekend activities (Aug. 12- Aug. 19, 2012).
- Being part of an EIU tradition.