PRO LEADER POSITION DESCRIPTION
Preview, Registration and Orientation (PRO), Opening Week,
Missouri S&T Student Success Center
New Student Programs - Division of Enrollment Management

JOB DESCRIPTION

Starting date will be WS2013.
PRO Leaders are student workers for the NEW STUDENT PROGRAMS office with duties consisting of:

GENERAL DUTIES
* Planning and executing programs/activities for new students
* Training functions (PRO, Transfer Transitions, and Opening Week)
* Meet regularly concerning the programs
* Conduct office hours in the Student Success Center
* Assist in the preparation of activities & materials for the Student Success Center

PRO Leaders will be expected to:
* Work during each of the Spring, Summer and August Programs
* Work 40+ hours during Opening Week
* Attend all required dates – see reverse side for dates

Each PRO Leader position will be compensated by an hourly wage.

PRO and OPENING WEEK
* Recruiting and training of student volunteers
* Serve as leaders to the new students and their families during PRO and Opening Week
* Staffing registration tables
* Setting out signs
* Lead group discussions/activities for new students and parents
* Assisting secretarial staff with assigned duties
* Assisting in creation of advertising materials
* Assist students in understanding campus resources and academic policies
* Processing evaluations
* Soliciting support from student organizations
* Assisting where needed with the overall program
* Take an active role in guaranteeing that students are comfortable with the campus
* Uphold all University policies and regulations

PRO Leaders are seen as vital members of the PRO, Opening Week & Student Success Center team.

TERMS OF EMPLOYMENT
PRO Leaders are expected to reflect the very best qualities of students and serve as role models for incoming freshmen.
PRO Leaders are expected to be at all times:
* Responsible  * Creative
* Flexible    * Hardworking
* A Team Player    * Professional
* Energetic    * A Positive Role Model for New Students

PRO Leaders must be in good academic standing with a minimum of a 2.4 cumulative GPA and are required to maintain a minimum of 2.25 GPA for each semester employed.
2013 PRO Leader required dates

NOTE:
If for some reason you cannot make a certain date, let Patty Frisbee know before or during the PRO Leader interview and I may be able to work with you.

Welcome new PRO Leaders Reception: Tuesday, November 6, 6-8 p.m.

PRO Leader Retreat: Monday, January 21 from 8 a.m. until 6 p.m.

Weekly 1-2 hour meeting - Will be determined once Spring Semester Schedules are completed.

January Orientation (Optional for new PRO Leaders)
Freshmen and Transfer - Friday, January 18, 2013

2013 PRO days
Sat. Feb. 23, 2013
Friday, March 8, 2013
Saturday, April 6, 2013
Friday April 19, 2013
Sat. April 27, 2013
Fridays, June 7, 14 and 21st
Sat. August 10, 2013

PRE-Opening Week activities for PRO Leaders
Monday, August 5 thru Friday, August 9

Opening Week 2013
Saturday, August 10-Friday, August 16, 2013

Fall 2013 Transfer Transitions: Thursday, August 15, 2013

Classes Begin
August 19, 2013
PRO Leader Application 2013

Please complete the following information:

________________________________________   __________________________  _________
Last Name                                                   First Name                                                   MI

___________________________________________
Local Address (School Address)                                                 City                   State                   Zip Code

___________________________________________   Phone: ________________________________________________
Email: __________                                                   Phone: ________________________________________________

Please list two references who can speak to your leadership abilities. Have your references complete the Recommendation Form & return to our office by **Friday, September 21, 2012 at 4:30 pm**.

Reference 1. Name: _________________________________ Job Title: ___________________________ Phone #: _____________
Reference 2:  Name: _________________________________ Job Title: ___________________________ Phone #: _____________

PERMISSION TO DOCUMENT GRADES FOR PRO LEADER POSITION

I _____________________________________, understand that PRO Leaders are required to have a minimum cumulative GPA of 2.4 and semester GPAs of 2.25 to be eligible for employment. I give permission to the office of New Student Programs to verify that I am in good academic and disciplinary standing with the Missouri University of Science and Technology before hired for a position as PRO Leader and throughout my employment in this position:

___________________________________________________________________________   ________________________
Applicant’s signature                                                   Date

To help us in the hiring process, we request all applicants to submit a completed application packet as soon as possible (Deadline: Friday, September 21, 2012). A completed application packet includes **ALL** of the following materials (See Trish Watson in 106 Centennial Hall if you have extenuating circumstances on getting the information together):

CHECK-LIST of documents needed for PRO Leader application:

1.  ☐ Completed PRO Leader Application Form (this form).
2.  ☐ Current/updated Resume of all relevant campus and/or community activities, honors, employment, computer skills, technical skills, etc. (please include your cumulative G.P. A. and hours accumulated)
3.  ☐ Cover Letter to include the following questions:
   a.  Why are you interested in being a PRO Leader?
   b.  What skills do you possess that will help you become a good PRO Leader?
   c.  What leadership roles have you assumed at the Missouri University of Science and Technology and in high school?
   d.  How does your leadership experiences relate to being an effective PRO Leader?
4.  ☐ Two Completed Recommendation Forms
   a.  The Recommendation Form provides information about the PRO program, PRO Leaders and specific questions/items to be completed by your references. (Reference can be: employer, professor, high school advisor, Missouri S&T staff, advisor, community leader; 1 recommendation can be from an officer of a Missouri S&T recognized student organization; no more than 1 recommendation may come from a student.)
5.  ☐ When you return your application be sure to sign-up for an interview time.

Applications Due: **Friday, September 21, 2012**
Return to: **106 Centennial Hall**
Questions: Contact Trish Watson at 573-341-4996
106 Centennial Hall or email watsontri@mst.edu

**Please sign-up for an interview time when returning your application**
Overview to complete Recommendation Form

Missouri University of Science and Technology’s Preview, Registration, and Orientation (PRO) serves to orient and welcome new students to Missouri S&T; facilitates the transition to college life; builds the foundation for future success; provides the opportunity to register for fall classes; obtain campus ID cards; open computer accounts; and introduce the concepts of professional development and leadership.

During a one-day PRO session in the spring or summer, incoming students take placement exams, learn about student success and living options, and meet with an academic advisor to determine their fall class schedules. Opening Week for new students takes place the week before fall classes and includes working in mentor groups, attending convocation, participating in evening fun activities, taking an Academic Workshop, participating interactive programs that focus on the learning and social environment of the campus.

PRO Leaders are student workers for the New Student Programs Office with primary duties in assisting with planning and executing programs for new students & working at the campus Student Success Center. PRO Leaders are expected to reflect the very best qualities of students and to serve as role models for incoming freshmen. Energy and a positive attitude are a must! PRO Leaders should be able to lead, follow, and be team players at all times.

Specific expectations and responsibilities (assigned based on ability, interest, and availability)

- Teamwork: demonstrates respect; helps others; communicates effectively; is open and responsive to feedback; provides constructive feedback; resolves conflicts; and collaborates with Missouri S&T students, staff, and faculty members
- Public speaking/presentations: recruits/trains volunteers; emcees programs; acts in skits; assists with check-in; interacts with new students and parents
- Clerical/miscellaneous tasks: photocopies, assists with mailings, creates/maintains records/files, prepares check-in materials, assigns lunch groups via name tags, places signs/balloons around campus, transports supplies, collates advisor notebooks
- Technical and Computer tasks: creates/modifies PowerPoint presentations; develops/maintains data bases; creates/maintains web page support; enters data; creates/revises publications; edit video tape; set-up presentation equipment

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Thank you for taking the time to complete the recommendation form on the back.

Please return this completed recommendation by Friday, September 21, 2012

To: Trish Watson
New Student Programs
106 Centennial Hall
Rolla, MO 65409

FAX to 573-341-6156 or scan & email to watsontri@mst.edu

THANK YOU FOR YOUR CONTINUED SUPPORT OF OUR STUDENT LEADERS!
PRO Leader applicant: _____________________________________

Missouri S&T 2013 PRO Leader - Recommendation Form

Your name ______________________________ How long have you known the applicant? ______________________________
(Please Print) (Please Print)

In what capacity/relationship do you know the applicant? ________________________________________________
(Please Print)

- Please indicate your impressions of the applicant on the provided scales to rate his/her ability to meet the desired
  qualities/expectations of successful PRO Leader candidates.
- When possible, please BRIEFLY describe a situation or example that you observed the applicant demonstrating a
  particular strength or weakness in an area.

Professionalism (represents self, PRO Leader, organization, and/or Missouri S&T in positive manner)
(no basis to rate) 1 (poor) 2 (weak) 3 (adequate) 4 (good) 5 (excellent)
Example: ________________________________________________

Dependability (works hard, takes responsibility, follows through, meets deadlines)
(no basis to rate) 1 (poor) 2 (weak) 3 (adequate) 4 (good) 5 (excellent)
Example: ________________________________________________

Interpersonal Skills (speaks effectively to groups, interacts well with a variety of others)
(no basis to rate) 1 (poor) 2 (weak) 3 (adequate) 4 (good) 5 (excellent)
Example: ________________________________________________

Organization (manages multiple tasks and time effectively)
(no basis to rate) 1 (poor) 2 (weak) 3 (adequate) 4 (good) 5 (excellent)
Example: ________________________________________________

Flexibility, adaptability, creativity
(no basis to rate) 1 (poor) 2 (weak) 3 (adequate) 4 (good) 5 (excellent)
Example: ________________________________________________

Attention to detail
(no basis to rate) 1 (poor) 2 (weak) 3 (adequate) 4 (good) 5 (excellent)
Example: ________________________________________________

Potential for leadership development
(no basis to rate) 1 (poor) 2 (weak) 3 (adequate) 4 (good) 5 (excellent)
Example: ________________________________________________

An ability to work effectively with others (faculty, staff, and students)
(no basis to rate) 1 (poor) 2 (weak) 3 (adequate) 4 (good) 5 (excellent)
Example: ________________________________________________

What sets this applicant apart from other students you have worked with?
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Other comments:
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________

Overall recommendation: do not hire _____ hire with reservations _______ definitely hire _______
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________

Signature ___________________________ Date ___________________________
Overview to complete Recommendation Form

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To: Trisha Watson
New Student Programs
106 Centennial Hall
Rolla, MO 65409

FAX to 573-341-6156 or scan & email to watsonri@mst.edu

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PRO Leader applicant: ________________________________

Missouri S&T 2013 PRO Leader - Recommendation Form

Your name ______________________________
(Please Print)

How long have you known the applicant? ________________
(Please Print)

In what capacity/relationship do you know the applicant? ________________________________
(Please Print)

- Please indicate your impressions of the applicant on the provided scales to rate his/her ability to meet the desired qualities/expectations of successful PRO Leader candidates.
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Professionalism (represents self, PRO Leader, organization, and/or Missouri S&T in positive manner)
(no basis to rate)
Example:

1 (poor) 2 (weak) 3 (adequate) 4 (good) 5 (excellent)

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(no basis to rate)
Example:

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Other comments:
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Overall recommendation: do not hire _____ hire with reservations _____ definitely hire _____

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Signature                        Date