

The PRO Leader interview process:

- **Complete application process by Friday, September 22 (see checklist on PRO Leader Application 2018).**
- **After reviewing applications, recommendations, resumes, letters, and possible preliminary interviews, some of the applicants will be selected to participate in an hour and a half final interview on October 2nd 3rd, 4th, or 5th with New Student Programs staff and some current PRO Leaders.**

2018 PRO Leader Required Dates

NOTE:

If for some reason you cannot make a certain date, let Kayla Klossner-Thompson know before or during the PRO Leader interview and we may be able to work with you.

PRO Leader Retreat: Monday January 16th, from 8 am until 6 pm for all PRO Leaders

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

January Orientation

Freshmen and Transfer: Friday, January 12, 2018

2018 PRO Days

Saturday Feb. 24, 2018;
Saturday, March 10, 2018;
Saturday, April 7, 2018;
Saturday, April 21, 2018;
Saturday May 5, 2018;
Friday June 1, 2018;
Friday, June 8, 2018;
Friday, June 15, 2018;
Friday, June 22, 2018;
Saturday, August 11, 2018.

PRE Opening Week activities for PRO Leaders

Monday, August 6 thru Friday, August 10, 2018

Opening Week 2018

Sunday, August 12-Friday, August 17, 2018

Fall 2018 Transfer Transitions

Thursday, August 16, 2018

PRO LEADER POSITION DESCRIPTION

Preview, Registration, and Orientation (PRO) and Opening Week New Student Programs - Office of Enrollment Management

JOB DESCRIPTION

Starting date will be **SP2018**. 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 Orientation, and Opening Week)
- Meet regularly concerning the programs

PRO Leaders will be expected to:

- Work during each of the Spring, Summer, and August Programs
- To work 40+ hours during Opening Week (August 11 - 17, 2018)
- 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 and Opening Week 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:

- | | |
|--|--|
| <input type="checkbox"/> Responsible | <input type="checkbox"/> Creative |
| <input type="checkbox"/> Flexible | <input type="checkbox"/> Hardworking |
| <input type="checkbox"/> A Team Player | <input type="checkbox"/> Professional |
| <input type="checkbox"/> Energetic | <input type="checkbox"/> 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.

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 introduces 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. 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

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

PRO Leader applicant: _____
Missouri S&T 2018 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 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

**Please return this completed recommendation by Friday, Sept. 22nd, 2017
to Kayla Klossner-Thompson, 106 Centennial Hall
Missouri S&T, Rolla, MO 65409 or FAX to 573-341-6156 or EMAIL to kayla.thompson@mst.edu
THANK YOU FOR YOUR CONTINUED SUPPORT OF OUR STUDENT LEADERS!**

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THANK YOU FOR YOUR CONTINUED SUPPORT OF OUR STUDENT LEADERS!

Name: _____

PRO Leader Interview schedule.

Please select your 1st, 2nd, 3rd and 4th time slot for an interview by printing your selection by the time:

When complete please return to 106 Centennial Hall, New Student Programs Office.

NOTE: NOT ALL APPLICANTS WILL BE SELECTED FOR AN INTERVIEW. We will email you through your S&T email account if you are selected for an interview. Thank you!

Monday, October 2

2:30-4 _____

4-5:30 _____

5:30-7 _____

Tuesday, October 3

2:30-4 _____

4-5:30 _____

5:30-7 _____

Wednesday, October 4

2:30-4 _____

4-5:30 _____

5:30-7 _____

Thursday, October 5

2:30-4 _____

4-5:30 _____

5:30-7 _____