ARE YOU OWL IN?

2019 Flight Crew Leader APPLICATION PACKET

Position Description
Created in 2013, Owl Expedition is an extended orientation program that provides first-time, first-year and transfer KSU students an opportunity to learn more about their university and its resources, meet and interact with their new classmates and fellow peers, as well as faculty and staff; and promote student involvement with hopes of retention beyond the first year of school. Owl Expedition is a 4-day leadership retreat that provides a fun and meaningful transition into college life.

Flight Crew Leaders (FCLs) are instrumental in the planning and successful implementation of the program. Chosen students will have the special opportunity to be involved in an exciting approach to sharing and promoting school spirit. Flight Crew Leaders are responsible for leading small group sessions, presenting educational sessions, and exemplifying what it means to be a KSU Owl. Flight Crew Leaders are expected to actively participate in one committee, one programming group and numerous other roles throughout the experience. All committees and groups will be selected based on FCL preference, after the selection process has been finalized and training has started.

Qualifications
Be a registered full time KSU Student from Spring 2019 to Fall 2019 (Accommodations may be made for students with special circumstances)
Have a cumulative GPA of 2.6 or higher at the time of application and throughout the duration of the position
Be in overall good academic and judicial standing with the university
Have completed or will be completing one full semester at KSU at the time of submitting the application

Additional Desired Qualifications
• Be organized, professional, relatable, responsible, dependable, etc
• Be able to work both collaboratively & independently towards the mission of Owl Expedition
• Show flexibility and adaptability when it comes to your role on the leadership team
• Demonstrate a sense of self awareness and integrity
• Show an interest in programming, large scale event planning and team development
• Be willing to give and receive feedback through your leadership experience
• Possess an unending love for Owl Expedition and a passion for helping others to have a successful transition to KSU

APPLICATION DUE NOVEMBER 4TH AT 11:59 PM!
### MANDATORY DATES

Please note that dates and times are subject to be changed and/or added. Flight Crew Leaders are able to take summer classes and work during the summer as long as there are no conflicts with the mandatory dates.

**Spring:**
- **OTP Student Leader Reveal:** January 16, 2019
- **Weekly Leadership Training Course:** Every Friday 2-5pm starting January 18th - May 24th
- **Orientation & Transition Programs Retreat:** Spring 2019
- **Southern Regional Orientation Workshop:** March 15-17, 2019
- **KSU NCURE Conference:** April 11-13, 2018
- **2019 KSU Summer Ignition Orientation:** April 19 & 26

**Summer:**
- **2019 Fall Ignition Orientation:** TBD
- **Flight Crew Leader Summer Planning Days:** Every Thursday in the summer (6AM-6PM)
- **Owl Expedition Site Visit:** June 2019
- **Owl Expedition Planning Week:** August 4-11, 2018

**Fall:**
- **Owl Expedition:** August 13-16, 2019
- **Freshman Convocation:** August 18, 2019
- **HOOT Booths:** August 19 & 20, 2019
- **OTP Student Leader Banquet:** November/December 2019
- **Owl Expedition Fall Meetups:** Fall 2019
- **Owl Expedition Reunion:** December 2019

### RESPONSIBILITIES

- Be a positive representative of KSU and the OTP office
- Act as a peer leader, role model and mentor for a small group of students
- Plan 3 fall meet ups for Fall 2019
- Assist with Coordinating planning and promoting Owl Expedition
- Hold yourself accountable for assigned responsibilities both individual and team
- Serve as a student representative of Orientation and Transition Programs when needed
- Attend all OTP and Owl Expedition trainings, retreats and mandatory dates
- Lead and facilitate a color group
- Serve on one Owl Expedition committee (recruitment, activities, programming, operations & logistics, sponsorship, marketing, spirit & traditions)
- Staffing & tabling during university events including Ignition
- Be able to work independently and collaboratively
- Share information about KSU programs and activities
- Uphold KSU and OTP policies and procedures
- Show enthusiasm, loyalty and dedication to OTP and KSU
- Exhibit strong public speaking, communication, and interpersonal skills
- Encompass strong customer service skills; have a positive, helpful, “can-do” attitude
- Other duties as assigned

### COMPENSATION

After successful completion of your FCL tasks, you are eligible for the following benefits:

- Select meals, transportation and program materials for all Orientation and Transition Programs events
- The opportunity to support Owl Expedition’s large scale activities
- Select meals, transportation, lodging and materials for staff retreats, Owl Expedition & SROW
- Access to the Orientation and Transition Programs office during hours of operation and after hours if approved
- Exclusive Owl Expedition and OTP apparel and swag
- Priority registration for class (spring, summer and fall)
- Golf cart access for OTP related activities, upon completion of KSU MVR certification
- Exclusive networking opportunities
- Life long friendships
- Professional Development Opportunities: Southern Regional Orientation Conference (SROW)
- Potential Monetary Compensation
"Oooo, I think I want to become a Flight Crew Leader..

**APPLICATION STEPS**

**Step 1: Complete the Following Items**

1. Read This Entire FCL Interest Packet
2. Attend an Information Session
3. Complete the Application

*Information Sessions Will Be Held on the Following Dates:

**Kennesaw Campus**
- October 11th at 5 PM - University College Room 125
- October 12th at 12 PM - Student Center University Room C
- October 16th at 4PM - Convocation Center Room 2015
- October 29th at 4PM - University College Room 125
- October 31st - Drop in 1PM - 3PM - Student Center University Room C

**Marietta Campus**
- October 10th at 11AM - Student Center A-216
- October 17th at 1PM - Student Center A-216
- October 25th at 3PM - Student Center A-216
- October 31st - Drop in 10AM - 12PM - Student Center Room A-216

*You MUST complete these three items above in order to move forward with the next steps.

**Step 2: Group Interviews**

All Applicants must attend a Round 2: Group Interview. Applicants will only attend one Group Interview. Group Interview dates are selected according to availability on a first come, first served basis.

**Round 2: Group Interviews will take place on both campuses November 8th & 9th**

**Step 3: Individual Interviews**

Candidates invited to complete an individual interview will be emailed a link to sign up for their interview date.

**Round 3: Individual Interviews will take place from January 9th - 11th, 2019**

**Common Questions**

**Can I be Both a Flight Crew Leader & an Ignition Leader?**

Due to the commitment level of the Flight Crew Leader position, applicants will not be permitted to be a Flight Crew Leader and an Ignition Leader in the same year. Students are permitted to apply for both positions, but will only be selected for one position.

**Are All of the Application Steps Required?**

All candidates are required to attend an Information Session, complete an Application, sign up and attend a Group Interview and Individual Interview (if invited) to be considered for the position. If you encounter a problem related to attending, please contact the Office of Orientation & Transition Programs using the contact information below.

**What if I Can Not Attend all of the Mandatory Dates?**

Due to the commitment level of the Flight Crew Leader position, applicants will not be permitted to be a Flight Crew Leader if they are unable to attend the mandatory dates listed above. Those selected as Flight Crew Leaders are expected to attend all mandatory dates listed.

**Flight Crew Leader Application Timeline**

- October 8th Application Opens
- November 4th Application due before midnight
- November 8th & 9th Group Interviews
- January 9th-11th Individual Interviews
- January 16th Announcement

Questions? Contact our office:
ksuorientation@kennesaw.edu or 470.578.6219
http://uc.kennesaw.edu/orientation/studentleadership.php

**Click Here to Apply!**