Thank you for your interest in the First Flight Leader (FFL) position! First Flight Week is a mandatory transition program for new freshman at the University of North Texas. First Flight Leaders serve as mentors and guides to new students during First Flight Week. The FFL position is an entry level leadership position. Please read this entire application packet carefully and follow all directions.

What is First Flight Week and why is it mandatory?
The office of Orientation and Transition Programs believes that all students have the potential to be successful. Navigating a new college environment can be challenging as students begin the transition from high school to college. To ensure that students feel like an important member of the university community, First Flight Week was organized. First Flight Week is a transitional program for new freshman students with both mandatory and optional programs. Students are assigned a First Flight Leader, a schedule track, and are expected to complete shared experiences during the week. This year we will be launching an optional Transfer Experience during First Flight Week for our incoming transfer students.

What is the role of a First Flight Leader (FFL)?
First Flight Leaders are mentors and guides to new freshman during First Flight Week. All FFL’s will be expected to facilitate small group meetings with a group of 20-25 new students, encourage participation in campus events during First Flight, and serve as a positive role model of a successful student at UNT.

What is the role of a Transfer Experience First Flight Leader (TFFL)?
Transfer Experience First Flight Leaders are mentors and guides to new transfer students during First Flight Week. All Transfer Experience TFFL’s will be expected to facilitate small group discussions with a group of 20-25 new transfer students, encourage participation in campus events during First Flight, and serve as a positive role model of a successful student at UNT.

What is the Time Commitment?
First Flight Leaders are required to participate in the following activities
- First Flight Leader Training
- First Flight Week (August 20, 2017 – August 27, 2017)
- First Flight Debrief Meeting

*Time commitments are subject to change at the discretion of the office of Orientation and Transition Programs.

How Do I Apply?
1. **Students must complete an online application through the Career Center.** Log on to http://studentaffairs.unt.edu/career-center/eagle-careers and search for job posting 140782 for the First Flight Leader position and/or 140784 for the Transfer Experience First Flight Leader position.
2. **Students need to complete the attached application packet.** Completed application packets must be submitted no later than 5:00 PM, April 21, 2017. All forms are to be returned to the office of Orientation and Transition Programs, University Union, Suite 377.
3. **Students should sign up for an interview time** when returning their application to the Orientation and Transition Programs office.

Application Deadline
Please Return Completed Applications to Union 377 by 5:00pm Friday April 21, 2017
2017 First Flight Leader Team Application

First Flight Leader positions are exceptionally rewarding and highly competitive. Please read the information below to determine if you meet, and will be able to complete, all the requirements of the position.

Job Description:
First Flight Leader (FFL):
The First Flight Leader position is a volunteer leadership position. First Flight Leaders will lead a small group (approximately 25 new students). The role of a First Flight Leader is to build a sense of community, help students develop relationships, and feel prepared for their first year at UNT. First Flight Leaders will report to an Orientation Team Member during First Flight Week. Additional duties include, but are not limited to:
- Welcome new students and parents to the University
- Assist with new student move-in day
- Conduct icebreakers and other getting to know you activities
- Facilitate group discussions on topics such as college transition, campus resources, and student involvement
- Co-teach the University 101 or Transfer 101 session with a university staff member
- Assist with the facilitation of the Student Life Time presentation in conjunction with an Orientation Team Member
- Facilitate a tour of the campus library system
- Support college-specific programming on College Day
- Lead groups across campus to numerous program locations
- Attend campus events with new students to encourage student engagement
- Assist with the set-up and take-down of First Flight events
- Complete program evaluations, including distribution of assessment and attending a debrief meeting following the program
- Participate fully in First Flight Leader training sessions
- Work strenuous, irregular hours

Essential Qualifications:
- First Flight Leaders must maintain a 2.5 cumulative grade point average throughout employment
- Good academic and disciplinary standing with the University throughout employment
- Successful completion of a background check
- Undergraduate student
- Enrolled on the UNT Denton campus during Spring 2017 and Fall 2017

Ideal Skills and Abilities:
- Be an excellent team player and representative of UNT
- Be comfortable working in a fast-paced environment and high profile position
- Possess a commitment to diversity
- Maintain a high energy level, enthusiasm, and stamina when working long days
- Be an effective and clear communicator with new students and family members
- Be familiar with UNT resources, services, and departments
- Be comfortable facilitating small and large group discussions and activities
- Possess a high level of maturity and an ability to use independent judgment in decision making
- Desire to make a difference in the lives of new students and their families
- Be ready to take leadership and communication skills to the next level
- Enjoy hard, but rewarding work
- Be willing to learn and grow through the position
- Be an effective and positive role model for other students on campus

Application Deadline
Please Return Completed Applications to Union 377 by 5:00pm Friday April 21, 2017
2017 First Flight Leader Team Application

PLEASE TYPE OR PRINT CLEARLY

Name: _______________________________________________  UNTID#: ______________________  EUID#: _____________

Local Address: _______________________________________________________________________________________________

City/State/Zip: _______________________________________________________________________________________________

Home Address: _______________________________________________________________________________________________

City/State/Zip: _______________________________________________________________________________________________

Local/Campus Phone: ( ) __________________________  Home Phone: ( ) __________________________

Cell Phone: ( ) ___________________________  Email Address: ______________________________________________

Hometown: ________________________________________________________________________________________________

Educational & UNT Information

Classification: □ FR □ SO □ JR □ SR  Number of Semesters at UNT: __________

Major(s): _________________________________________  Minor(s): _________________________________________

Anticipated Graduation Month and Year: ___________________________________________  GPA: ______________

☐ Transfer Student  Former School(s): _______________________________ __________________________________

☐ Student Athlete  ☐ Honors College Student

UNT residence halls you have lived in: ______________________________________  How long? ______________

Please rate yourself on the following qualities:                  (1 = needs improvement; 3 = average; 5 = superior)

Demonstrate small group leadership skills  1  2  3  4  5
Comfortable working with diverse student populations  1  2  3  4  5
Maintain a positive attitude  1  2  3  4  5
Comfortable leading group of peers  1  2  3  4  5
Respected by colleagues and peers  1  2  3  4  5
Work well with members of a team  1  2  3  4  5
Ability to manage conflict  1  2  3  4  5
Provide timely feedback regarding concerns/improvements  1  2  3  4  5
Approach challenges optimistically  1  2  3  4  5
Ability to manage stress  1  2  3  4  5
Timeliness (arriving for work, completing tasks)  1  2  3  4  5
Overall work ethic  1  2  3  4  5
Ability to problem solve  1  2  3  4  5
Communication skills  1  2  3  4  5
Ability to respect others' ideas and opinions  1  2  3  4  5
Knowledge of UNT  1  2  3  4  5
Ability to be a positive role model  1  2  3  4  5
Overall rating as a potential team member  1  2  3  4  5
1. Please complete the following chart with information about yourself and how you work on a team. Please note that we are not looking for specific answers, but rather trying to get an idea of candidate personalities and fit for the position. Answers must be provided in the chart below.

<table>
<thead>
<tr>
<th>My strengths as a leader are...</th>
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<table>
<thead>
<tr>
<th>When I am in a small group, I am known to be...</th>
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<table>
<thead>
<tr>
<th>When I am in a large group, I often...</th>
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<table>
<thead>
<tr>
<th>My favorite moment at UNT was when...</th>
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<table>
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<tr>
<th>When I graduate, I...</th>
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<table>
<thead>
<tr>
<th>During my first semester at UNT, I wish someone would have told me...</th>
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<table>
<thead>
<tr>
<th>I am interested in the First Flight Leader position because...</th>
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<table>
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<tr>
<th>If you called one of my references and told them I applied for this position, they would say...</th>
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</table>

2. Attach a copy of your current resume, specifically highlighting your involvement on campus, to this application.

3. Identify 2 references and provide their contact information on page 5 of this application.
References:
You are required to submit the name and contact information for two people who are willing to serve as a reference for your application. One reference must be a former supervisor, through paid or non-paid experience. The other reference must come from a faculty or staff member of the University of North Texas (not RAs, TAs, or graduate assistants). If you are a first-year student, you may list community college or high school personnel. Your references will be contacted electronically.

Reference 1 (Former Supervisor)
Name: ____________________________________________________  Title: _______________________________
Phone Number: _____________________________  Email: ____________________________________________

Reference 2 (UNT Faculty or Staff Member)
Name: ____________________________________________________  Title: _______________________________
Phone Number: _____________________________  Email: ____________________________________________

I waive my right to read completed references:  □ Yes  □ No

For which position are you applying?
First Flight Leader  □  Transfer Experience First Flight Leader  □  **Both  □
**(Selecting “Both” indicates a consideration for both positions. You may only hold one position.)

How did you hear about the First Flight Leader position? (Please check all that apply):
□ Facebook  □ Orientation website  □ Campus advertising  □ RA
□ Referred by: _________________  □ Residence Hall advertisement  □ Former OL
□ Other: _______________________  

I have read and understand the attached responsibilities, and requirements. I certify that the information herein is accurate to the best of my knowledge. You have my permission to verify my grade point average and disciplinary standing at the time of application, at the end of the spring 2017 and summer 2017 semesters, and before I begin my duties as a First Flight Leader.

_______________________________________________________
Signature of Applicant            Date

After completing this form, please return it personally to the office of Orientation and Transition Programs - Union 377. Submission of application prior to the April 21, 2017 deadline is strongly recommended. Questions should be directed to Aundrea Caraway, Assistant Director for Orientation and Transition Programs – aundrea.caraway@unt.edu