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 (August 18th, 2018)
- First Flight Week (August 19, 2018 – August 24, 2018)
- First Flight Debrief Meeting (August 23rd, 2018)

*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 1398456 for the First Flight Leader position and/or 1398479 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 16, 2018. All forms are to be returned to the office of Orientation and Transition Programs, University Union, Suite 377.
3. Students should sign up for a group 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 Monday April 16, 2018
Job Description:
First Flight Leader (FFL):
The First Flight Leader position is a student 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 2018 and Fall 2018

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

Compensation
- $7.25/hr
- 25-30 hours for First Flight Week

Application Deadline
Please Return Completed Applications to Union 377 by 5:00pm Monday April 16, 2018
PLEASE TYPE OR PRINT CLEARLY

Name: ________________________________________ UNT ID#: __________________ 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)

<table>
<thead>
<tr>
<th>Quality</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate small group leadership skills</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Comfortable working with diverse student populations</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Maintain a positive attitude</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Comfortable leading group of peers</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Respected by colleagues and peers</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Work well with members of a team</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Ability to manage conflict</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Provide timely feedback regarding concerns/improvements</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Approach challenges optimistically</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Ability to manage stress</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Timeliness (arriving for work, completing tasks)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Overall work ethic</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Ability to problem solve</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Communication skills</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Ability to respect others’ ideas and opinions</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Knowledge of UNT</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Ability to be a positive role model</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Overall rating as a potential team member</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
2018 First Flight Leader Team 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 2018 and summer 2018 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 16, 2018 deadline is strongly recommended. Questions should be directed to Isaiah Ross, Coordinator for Mentoring and Transition Programs – isaiah.ross@unt.edu