



CONCORDIA
UNIVERSITY
IRVINE

PAL Coordinator Application 2024-2025



Mission Statement

The Office of Orientation and First-Year Experience aims to fulfill the following mission statements through intentional programming and student leadership opportunities:

- **FYE Mission Statement:** The Office of Orientation and First-Year Experience focuses on providing a welcoming and supportive environment that prepares you with valuable resources that are critical in transitioning successfully here at Concordia University Irvine.
- **Coordinator Mission Statement:** The Orientation and PAL Coordinators wish to pursue Christ through developing leaders, engaging the community, and by creating a loving environment.
- **PAL Mission Statement:** The Peer Advising Leaders provide new students with a more confident and fulfilling experience by intentional programming and directing them to valuable resources that are critical in transitioning successfully here at Concordia University Irvine.

PAL Coordinator Application

Name:		ENumber:	
Email Address:			
Current Class Status		Anticipated Graduation Year:	
Cumulative GPA:	Major/Program:		
Cell Phone:		T- Shirt Size:	

The applicant must include a printed copy of an unofficial transcript with the application.

Please arrange for one letter of recommendation from a previous advisor, employer, or faculty member.

Return application, transcript, and letter of recommendation to the Office of Orientation and First-Year Experience in the CSLD (CSLD 102) no later than 4:30 pm on Friday, January 19th

Appeals

Students who do not meet the eligibility requirements for the position may appeal. Please email fye@cui.edu if you need to appeal to schedule an interview with the Assistant Director of Orientation and Student Activities.

Application Questions

Please type your responses to the following questions and attach to your application:
(500 word maximum per question, no more than 5 pages total)

1. Please describe your interest in this position and your vision for the role.
2. What is your experience in leading a group of your peers?
3. Describe the PAL program in your own words as if you were recruiting someone for the role. Include the benefits of the program, the scope of the role, and why we have this position.
4. What did you enjoy about serving as a PAL?
5. What advice would you give to a first-year PAL about how to succeed in the role?
6. Tell us about a time when you had to think on your feet and adapt your original approach.
7. Describe a time in which you experienced conflict. How did you handle the situation? Is there anything that you would've done differently?
8. How do you prioritize tasks and manage your time?
9. What are some of the biggest challenges that new students face? How do PALs help new students navigate these challenges? How would you help train the PALs to best assist their new students?
10. What experience do you have in using the following softwares/systems: Google suite, Canva, Instagram, or 25 Live?

Attributes and Characteristics

Rank each of the characteristics below in order from 1 to 15 as they pertain to your strengths and weaknesses. Designate your strongest area as #1 and your weakest area as #15.

A. ___ Approachability	B. ___ Budgeting	C. ___ Creativity
D. ___ Flexibility	E. ___ Self- Starter	F. ___ Problem Solving
G. ___ Event Planning	H. ___ Community Development	I. ___ Written Communication
J. ___ Oral Communication	K. ___ Time Management	L. ___ Social Media Management
M. ___ Administrative Skills	N. ___ Conflict Management	O. ___ Team Player

Job Description

PAL Coordinator

Purpose:

The primary purpose of the PAL Coordinator (PC) is to work with the Assistant Director of Orientation and Student Activities to select, train, and supervise Peer Advising Leaders (PALs) and Transfer Mentors.

Qualifications and Requirements:

As an official liaison of the University and a trained para-professional member of the FYE staff, the PC is expected to handle their responsibilities maturely and exhibit exemplary conduct while assuming the position.

The PC is a heavily relational position and this person must be able to interact with and relate to a variety of personalities. The PC must have excellent oral and written communication skills and demonstrate professionalism and empathy. A successful PC has the ability to implement communication/ marketing plans and demonstrates basic knowledge of social media strategy and design software (Canva). Involvement in some areas of campus life and familiarity with the organizations and resources of the university through volunteer or work experience are desirable. PCs should be enthusiastic student ambassadors of the University as well as positive Christian role models.

All applicants must meet the following qualifications and expectations:

1. Be a full-time junior or senior Concordia student in the upcoming academic year and in good standing.
2. Demonstrate previous experience as a PAL or PAC.
3. Maintain at least a 2.75 cumulative GPA.
4. Participate in Admitted Students Day, *CU Soon*, & WOW
5. Live on campus from June 3 – August 9, 2024 (housing provided) and work between 20-40 hours per week during the summer.
6. The PC may not hold another student leadership position.

Duties and Responsibilities:

The PAL Coordinator will be responsible for assisting the Assistant Director of Orientation and Student Activities in managing the PAL program. Duties include, but are not limited to:

1. Select, Train, and Supervise Peer Advising Leaders and Mentors. Provide support and guidance to these student leaders as they guide new students through their first year at Concordia.
2. Help run biweekly team meetings for PALs. Check in on each student leader and give announcements on INT responsibilities, FYE events and other events.
3. Oversee PAL summer emails and FYE social media accounts (MyCUI app and Instagram).
4. Plan and implement FYE events throughout the fall (Freshmen Registration Party, FYExplore, and PAL events)
5. Manage FYExplore Shuttle route, schedule and drivers.

6. Assist with INT 100 as needed.
7. Coach and empower FYE interns to carry out predetermined WOW duties.
8. Other duties as assigned.

Duration:

The PAL Coordinator role is a Spring-Spring position. Applications open in January. Once selected, the PC will assist with PAL interviews in the Spring, as well as attend a few training sessions. They will work throughout the summer and 5-10 office hours in the fall and spring. Once a new PAL Coordinator has been selected, they will transition to the next person.

Compensation:

PCs receive an hourly wage of \$16. Participants in this program receive a complimentary ticket to the WOW Angels game and the FYE Disney Day.

Important Dates and Checklist

Important Dates:

PAL Training- *Saturday, April 20, 2024*

Admitted Students' Day Luau- *Saturday, April 20, 2024*

Coordinators Return to Campus- *Monday, June 3, 2024*

CU Soon- *Date TBD*

Student Leadership Training - *August 12-22, 2024*

WOW Weekend - *August 23-25, 2024*

More details to follow

Application Deadlines:

Applications will open on Monday, December 11th. Applications are due to the Office of Orientation and First-Year Experience by 4:30 pm on **Friday, January 19th**. Interviews will take place the following week.

Application Checklist:

_____ Unofficial transcript

_____ One (1) Letter of recommendation

_____ Appeal Email (if necessary)

_____ Completed Application Packet with Questions

If you have any questions, please contact Jessica James (jessica.james@cu.edu) (949) 214-3054.

Certification

I certify that the information presented in this application is accurate to the best of my knowledge. I further give permission to the Center for Student Leadership and Development to verify my standing and academic records, including my grade point average.

Signature: _____ Signature Date: _____