

2022-2023 HawkSeeker Application Packet

Thank you for your interest in becoming a HawkSeeker. We are excited to begin the selection for our team. Collectively, HawkSeekers are responsible for introducing the University of Louisiana Monroe to prospective students and their families, and are an integral part of the Office of Recruitment. **Please carefully read the entire packet and follow all directions.**

How will being a HawkSeeker benefit me as a student at ULM?

Making connections throughout the University is critical for your success as a student. As a HawkSeeker, you will have the opportunity to make and enhance connections with faculty, staff and a variety of students from the ULM community. In addition, you benefit from learning detailed information about University programs and services, which increases your campus knowledge. HawkSeekers hold a prestigious leadership role on campus, and will often use their experience as a stepping-stone to employment in other leadership positions.

How will being a HawkSeeker benefit me after graduation?

These positions are designed to increase your leadership skills and abilities. HawkSeekers develop skills in problem solving, conflict resolutions, interpersonal communication, and team building. The HawkSeeker experience also provides students with the opportunity to interact with a diverse population of students, fostering skills important for future employment. Throughout the program, you will have opportunities to use these skills in hands-on situations, thus providing an experience upon which employers look favorably.

HawkSeeker 22-23 Selection Timeline:

***** Check your email for any updates/changes pertaining to the interview process*****

Wednesday, March 16, 2022 – Application becomes available online

Friday, April 1, 2022 – **APPLICATIONS ARE DUE**

- Applicants must turn in a completed packet along with a current picture and a copy of transcript
- Applications must be **HANDWRITTEN** (not typed) and turned in to the HawkSeeker Office (Sandel 134)

Tuesday, April 5 & Wednesday, April 6, 2022 – HawkSeeker Interviews!!!

- When you turn in your application, you will be able to sign up for an interview time!
- Interviews will take place in the Welcome Center (Sandel 133) next door to the HawkSeeker Office
- Interviews will be individual, and around 15 minutes each

Monday, April 11, 2022 – HawkSeeker decision status

Friday, April 29, 2022 (tentative date) – New Staff Meeting!!

RESPONSIBILITIES AND EXPECTATIONS

HawkSeeker 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.

Responsibilities and Expectations:

HawkSeekers will represent and promote ULM in a positive manner for the remainder of their undergraduate career and as ULM alum.

The implications of this role are great since you will be representing the University of Louisiana Monroe in an official capacity. Your comments and behavior must always be free of personal bias with regard to all aspects of campus life. As a staff member of ULM, you will be required to present University services, academics, organizations, etc., as part of the total University experience. All aspects of the University must be presented fairly in a manner consistent with the mission and goals of the Office of Recruitment. The University does not expect you to agree with all policies and practices, but you must be able to communicate them straightforwardly and free of bias.

HawkSeekers must continually demonstrate respect, dignity, and courtesy at all times. HawkSeekers are expected to represent and share the best of ULM with prospective students and parents. ULM is an institution which values the diversity of thought and background, seeks to create a better world for all, and to be welcoming and inclusive of everyone with consideration for such aspects as race, ethnicity, gender, sexual orientation, disability, religion or other differences.

HawkSeekers will endeavor to meet the needs of all prospective students and parents in a manner that is consistent with the developmental stages of new students. In most situations, the needs, concerns, and questions of the parents and students will be the primary determinant for staff behavior. The role modeling of respectful, appropriate, and professional behavior is an extremely important aspect of the leader position.

Essential Qualifications:

- HawkSeekers must **maintain** a 2.5 cumulative GPA and 2.5 GPA for the last semester completed.
 - Students must maintain a 2.5 cumulative GPA and semester GPA throughout tenure as a HawkSeeker
 - High School GPA will be looked at for all current freshmen that are applying.
- **Full-time status** for Fall 2022 and Spring 2023 semesters (12 or more hours)

Time Commitments: HawkSeekers are required to participate in the following activities:

- HawkSeeker New Staff meeting: **Friday, April 29, 2022** (tentatively)
- Work **6 hours a week** in the HawkSeeker Office
- Browse on the Bayou, Fall 2022/Spring 2023
- Any event with the Office of Recruitment
- Saturday Athletic Tours (if necessary)
- Move-in Mania

Compensation:

- Academic Scholarship – **\$1,000 per semester**
- Uniforms
- Other non-monetary benefits

INTERVIEW PROCESS

Interviews: April 5&6

All applicants must sign up for an interview time when they submit their official application. Interview times will be offered on a **first-come-first-served basis**, so if you know in advance that you may have conflicts with those days, I suggest turning in your application ASAP!

Remember: Applications should not be filled out on the computer, but should be written by hand

You will receive an email confirming your interview time once you have submitted an application. The interviews will consist of different activities and questions designed to see how applicants work in different settings. After all interviews have been completed, candidates will receive a phone call and/or email indicating their status in the application process.

In the interviews, **BE YOURSELF!!!** Do not assume that we are only looking for a certain type of person to make up the HawkSeeker staff. **Be you and not who you think the panelists want to see!**

Ultimately, the staff is looking for students who are passionate about ULM and want to share that passion with prospective students and their parents.

The recommended attire for the interview process is **Casual** (but dress to impress).

****HawkSeeker Application Starting on Next Page****

2022-2023 HawkSeeker Application

PLEASE PRINT CLEARLY

Name _____
Last First Middle

CWID _____ Email _____

Permanent Address _____

School Address _____

Phone Number _____

High School Attended _____ Class of _____

Current Classification _____ Expected Graduation _____

Major _____ Minor _____

Cumulative GPA _____ GPA Last Semester _____ (attach a current unofficial transcript)

T-shirt Size: S M L XL XXL Polo Size: S M L XL XXL

Transfer Student: Yes No If yes, from where? _____

Campus Job: Yes No If yes, where? _____

List the names and phone numbers of three people who would be able to comment on your qualifications (References 1 and 2 must be from ULM faculty/staff and should reflect academic and/or extracurricular performance).

Please include your relationship to the reference (e.g. professor, current employer, etc.)

1. _____
Name Phone

ULM Relationship

2. _____
Name Phone

ULM Relationship

3. _____
Name Phone

Relationship

Previous Employment:

Company City, State MM/YR – MM/YR

Company City, State MM/YR – MM/YR

Check All That Apply:

- I enjoy meeting new people.
- I am comfortable working in a fast-paced environment.
- I am right handed
- I think pineapple belongs on pizza
- I consider myself an effective and clear communicator.
- I like a clean space over a cluttered one
- I am intrinsically motivated
- Hula hoops, boomerangs, and pogo sticks still have a place on this Earth
- I am able to use independent judgment in decision-making.
- I am left handed
- I can deliver a Dad joke like a pro
- I am confident I can maintain a high energy level, enthusiasm, and stamina when working long days.
- I am a good listener
- I believe that aliens exist
- I am willing to learn and grow through this position.
- I am introverted
- I am comfortable spending an hour or more in poor weather conditions.
- I am (or can be) an effective and positive role model for other students on campus.
- I like engaging with people who are different than myself
- I am extroverted
- I have strong conversational skills
- Clowns freak me out

STORY TIME

This is a chance for you to introduce yourself to the interview panelists! Tell us one thing you want us to know/remember about yourself. This can be however long or short you want, and can consist of whatever you want! You can make it personal, funny, shocking, etc., just be sure to **tell a story!**

EMPLOYMENT AGREEMENT

I am applying for a position as a ULM HawkSeeker. I hereby agree that if selected to be a HawkSeeker, I will abide by all rules and regulations of the University of Louisiana at Monroe, the Office of Recruitment, and the HawkSeeker organization. I agree to perform all duties assigned to me in a precise and expeditious manner.

Student's Signature

Date

AUTHORIZATION TO REVIEW STUDENT RECORDS

I hereby authorize the members of the ULM HawkSeeker selection committee to review and discuss my grades and records of disciplinary standing that are maintained by the University of Louisiana Monroe.

Student's Signature

CWID

Date