Orientation Leader

On-Campus Student Job Description

**Completed Applications are due on Friday, March 30, 2018**

As an Orientation Leader (OL), you will be an integral part of the Orientation team (OTeam). OLs will work the Orientation Program (previously known as Advisement & Registration) for incoming first-year and transfer students with the Orientation Interns and Program Coordinator, as well as multiple campus partners including collegiate advising staff, faculty members, and student services staff.

Key responsibilities include leading small group activities and presentations, assisting students with the course registration process, and being a significant presence in multiple capacities through the Orientation day. This position includes a high level of interaction with incoming students, campus partners, parents, and professional staff. OLs are a key element in creating a successful experience for incoming students.

**Responsibilities:**

**Program Implementation & Community Development**
- Setting the tone for UMD and creating excitement about becoming a Bulldog!
- Facilitating large group activities and presentations to groups of incoming students ranging from 30-155 students. This includes leading team-builders, ice-breakers, & presentations.
- Leading discussions for a group of 10-35 incoming students on academic, social, & personal success.
- Assisting with Orientation program components, including directing students and families to activities and participating in activities.
- Encouraging incoming students to build new social connections in small and large group settings.
- Serving as an ambassador between the collegiate units and campus partners during program days.
- Developing a welcoming atmosphere and promoting social interaction.
- Treating all incoming students & families with respect, including an appreciation for individual differences.
- Acting as role models to the incoming class, your peers, and as a liaison for UMD.
- Providing excellent customer service to incoming students and families.

**Registration Assistance**
- Demonstrating knowledge in various MyU and registration software systems to ensure students are having a successful registration experience.
- Coaching incoming students through the registration process and providing assistance with APAS, course and major catalogs, and navigation of the web registration system.
- Discussing and reinforcing messages of academic expectations and engagement strategies, including supporting the academic plan established by faculty/professional advising staff.
- Answering questions and demonstrating the use of the class schedule and online resources.
- Actively problem-solving and troubleshooting when challenging situations arise.
- Being present and available to incoming student needs during all scheduled shifts.

**Student Leadership Challenge**
- Learning and participating in the first-level of training for the Student Leadership Challenge model.

**Other Duties as Assigned**

**Qualifications**
- Be a full-time UMD undergraduate student in good academic standing.
- Energy, enthusiasm, and sensitivity for assisting students facing many new experiences.
- Demonstrated effective team work, communication, and conflict resolution.
- Commitment and responsibility for taking the job seriously and showing up for scheduled shifts.
- Effective critical thinking skills while having a positive attitude under pressure.
- Be available for all staff meetings, trainings, and Orientation program sessions.
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Time Commitment & Training
This is a summer position that runs from May-June and the first-half of August. As an Orientation Leader, you are expected to work every day of the Orientation program, typically Monday, Tuesday, Thursday, and Friday. More details below.

- Average weekly hours: 2 shifts/week from 7:30am-4:30pm and 2 shifts/week from 1:00-4:30pm.
  - Approximately 25 hours/week
- Attendance at all-staff welcome: Sunday, April 29th
  - Approximately 2 hours
- Attendance at staff training: TBD, will occur in mid-May
  - Approximately 8 hours/day
- Attendance at all Orientation dates: May 24, 25, 30; June 1, 4, 5, 7, 8, 11, 12, 14, 15, 18, 19, 21, 22, 25, 26, 28, 29; August 7, 13, 14, 16

Compensation

- $9.90/hour of work
- Valuable leadership and professional experience for resume and future employment

Reports To

- Orientation Program Coordinator (Direct Supervisor)
- Can take direction from any Orientation intern, professional staff member, and collegiate advising staff

How to Apply

Applications must be submitted online and include a resume and cover letter stating why you are interested in the Orientation Leader position. To be considered for this position, please click the "Apply" button and follow the instructions. After you complete the online application, you may be attach your cover letter and resume by accessing your "My Activities" page and uploading documents there.

Job application ID is 322529. You must apply through the UMD Human Resources website. Click on this link to apply. If that doesn’t work, search for the job application ID.

Questions

Contact Emily Borra at 218-726-8863 and/or ekborra@d.umn.edu for more information

About the Program

UMD's Orientation program is a collaborative effort to facilitate the transition of new students into the institution’s social, cultural, and academic environment. The program aims to introduce students to key services, resources, and opportunities on campus, as well as preparing them for the academic expectations of college. Through this, Orientation helps empower students to take personally responsibility for their social and academic choices.

“Orientation is the college’s best opportunity to introduce a strong learning environment, build the foundations for academic success, welcome students and families to the campus community, promote student interactions with faculty and staff, and convey the values and traditions of the new institution” (Mullendore & Banahan, 2005, p.391).