2018 Orientation Leader | Position Description

Mission Statement
The Center for New Student & Family Programs (NSFP) welcomes each new University of Utah student and their family and connects them to personalized support and meaningful opportunities by promoting academic excellence and successful transitions.

The Center for New Student & Family Programs believes each University of Utah student deserves to have a college experience that instills a love for their alma mater. To create an environment that promotes this and student success, our staff provides key programs and activities focused on orientation, transition, and retention. These include intentional orientation and welcome programs, first-year and second-year student programs, transfer student programs, parent and family programs, and communications.

Through these key activities, our staff aspires to create an environment where all students feel empowered by their unique talents and identities, find a sense of belonging and support, and have positive social and emotional experiences that lead to personal growth and academic excellence. We aim to inspire a shared vision with students, their families, campus partners, and other agents who want to foster student success.

Core Values
Embrace and Drive Change | Work as a Team, Build a Family
Pursue Growth and Learning | Advocate for Social Justice

About Us
NSFP has the primary focus of assisting new students and their families as they transition to the University through comprehensive programs that take place throughout the calendar year. This includes New Student Orientation (NSO), Swoop Camp Extended Orientation, Welcome Week, First-Year Programs, Transfer Programs, and Parent & Family Programs.

Orientation Leader
The Orientation Leader (OL) position provides students the unique leadership opportunity to officially welcome new students to the University of Utah! OLs are hired to ease the transition of new first-year students, transfer students, and their families as they begin their relationship with the institution through New Student Orientation (NSO). OLs aid in the academic, social, and cultural acclimation to the university. OLs also serve as a resource for new students and their families by providing honest and current information about any and all aspects of the U. OLs are official representatives of the Center for New Student & Family Programs, the Division of Student Affairs, and the University of Utah, and should act accordingly with professionalism and good judgment.

The OL position description is meant to provide more information for students interested in the Orientation Leader position. To officially apply, you MUST submit an online application.

Online Application Deadline: Friday, October 16, 2017– applications can be found at: orientation.utah.edu

OL Interest Meetings will be held on:
Friday, September 29 – Sill Center, Small Conference Room – 3pm-4pm
Tuesday, October 3 – Union, Room 312 – 2pm-3pm

Group Interview invites will be sent out by October 17, 2017.
Qualifications:
- Must commit to an employment period that formally begins in November 2017 and formally ends in August 2018
- Must be in good academic and disciplinary standing with the university, as well as be an undergraduate student for the 2017-18 school year
- Must have and maintain a minimum 2.5 cumulative GPA
- Must not have conflicting academic or employment commitments that interfere with any aspect of the Orientation Leader position, including being enrolled in summer classes
- Must be committed to making a difference in the lives of their peers, new students, and their families
- Must possess strong communication and interpersonal skills
- Must display a positive attitude, strong work ethic, and be willing to work the expected and unexpected hours necessary to implement a successful NSO
- Must display professionalism and school spirit
- Must role model behavior that is reflective of a campus leader, both in person and through all forms of communication and social media
- Must be committed to having a new learning experience
- Must create an inclusive and welcoming environment
- Must be able to work effectively in teams

Expectations:
- OLs will represent NSFP and the University of Utah in a positive manner
- OLs will be on time for all official New Student Orientation (NSO) trainings, programs, and activities
- Under the supervision of NSFP Professional staff and Orientation Team Leaders (OTLs), OLs will fulfill the expectations of their position to the best of their ability during the tenure of employment
- OLs will attend Retreat the weekend of November 10-11, starting the morning of Friday and returning by 8pm on Saturday evening
- OLs will register for and attend LDRSP 3960: Leadership in Higher Education, which will meet weekly on Wednesday afternoons from 2-5pm from January 10-April 25, 2018 (LDRSP 3960 is a three-hour, graded course which students must successfully complete to remain on the OL Team)
- OLs will participate in Training from May 16-May 30, during which time all activities will be coordinated by NSFP staff, and OLs will be expected to work 8am-7pm on weekdays and various times on weekends
- Beginning May 15, 2018, all OLs will live on-campus with at least two OL roommates
- Beginning May 15, 2018, all OLs will have no other academic or employment commitments outside of NSO
- OLs will be present for all first-year and transfer orientation sessions during June and July 2018 (Specific dates and times will be shared in January 2018)
- OLs will be present for Late NSO and Welcome Week from August 16-24, 2018, will participate in New Student Welcome, Block U Class Picture, and will be expected to work up to 6 additional hours of events
- OLs will abide by the NSO dress code, which will be shared in the OL Class
- OLs will participate in goal-setting and performance evaluation activities throughout their employment, and will meet with an assigned OTL/NSFP staff member on a regular basis
- OLs will be encouraged to participate in other staff development opportunities throughout the year
- OLs will commit to a high level of personal ethics and responsibility during employment, and as such, will refrain from engaging in romantic relationships with new students or each other, will refrain from consuming alcohol before or during NSO activities, will refrain from illegal behavior, and will not be absent without notice
Timeline of Important Dates 2017-2018 (subject to change):

October 16  OL Applications Due
October 17  OL Group Interview Invites (if applicable)
October 18-20  Group Interviews
October 20  Invites to Individual Interviews (if applicable)
October 23-27  OL Individual Interviews (if applicable)
October 30  Final Interviews (if applicable)
November 10-11  OL Retreat
November 14  *Transfer NSO (Hourly Pay)
November 29  *Transfer NSO (Hourly Pay)
December 7  *First-Year NSO (Hourly Pay)
December 8  *Transfer NSO (Hourly Pay)
January 3  *Transfer NSO (Hourly Pay)
January 5  *First-Year/Transfer NSO (Hourly Pay)
January 10-April 25  OL Class meets weekly on Wednesdays from 2-5pm
April 20  *Transfer NSO (Hourly Pay Rate)
April 24  *Transfer NSO (Hourly Pay Rate)
May 8  *First-Year/Transfer NSO (Hourly Pay)
May 11  *First-Year/Transfer NSO (Hourly Pay)
May 15  OLs move-in to Summer Housing
May 16-May 30  OL Training (Stipend Payments Begin)
May 28  Memorial Day (Holiday)
July 4  Independence Day (Holiday)
July 24  Pioneer Day (Holiday)
May 31-August 3  Summer NSO Sessions
August 3  Transfer NSO (Hourly Pay)
August 4  OL Last Summer Day
August 16-24  Welcome Week Duties (Stipend Payments End)

*Optional

Application and Interview Timeline:

- Complete an online application at orientation.utah.edu by October 16, 2017, which includes agreeing to a statement that you have read and understand all the information included in this document.
- After submitting your application, candidates who are invited for group interview will be notified by Tuesday, October 17 and will be asked to schedule their group interview to take place on either October 18, 19, or 20. The Group Interview will take place during a two hour time block in the Union and will involve a series of activities in which you will interact with other candidates and be observed by NSFP Staff. You will also receive a confirmation of your Group Interview before your scheduled time. Dress is casual for group interviews.
- Candidates who are invited for an Individual Interview will be notified on Friday, October 20 and will be asked to schedule their interview to take place between October 23-27. The Individual Interview will take place in the NSFP Office and will involve candidates meeting with NSFP Staff.
- Candidates who are invited for a Final Interview will be notified on Friday, October 27, 2017. The Third Interview will take place on Monday, October 30th from 3:30-5:30pm in the Union. All candidates MUST be available for this interview time.
- Final notification for Orientation Leader selection will be sent on Tuesday, October 31st.
Compensation:

- During NSO Sessions that take place in the Fall and Spring semesters, OLs will be paid for time worked at a rate of $9/hour.
- During the Summer (May 18-August 3, 2018) and Welcome Week (August 16-24, 2018), OLs will receive a stipend of $3,000 that will be paid bi-monthly.
- OLs will receive limited meals during OL Training and NSO, and on-campus housing from May 15-August 4, 2018.