

## 2025 Orientation Leader | Position Description

### Mission Statement

We are dedicated to innovatively welcoming and engaging every new student and their supporters by providing essential information to ensure a successful start to their University of Utah journey.

### Why Statement

The Office of Orientation & Transition provides resources and experiences that ignite passions, so new students can thrive, grow, and imagine themselves at the University of Utah.

### Core Values



### About Us

The Office of Orientation & Transition's primary focus is to assist new students and their families as they transition to the University through comprehensive programming that takes place throughout the calendar year. This includes New Student Orientation (NSO), Family & Supporter Orientation (FSO), Swoop Camp Extended Orientation, Weeks of Welcome, and Summer Send Offs.

To support these efforts, the Office of Orientation & Transition hires Orientation Leaders (OLs) to help facilitate multiple sessions of first-year, transfer, parent orientations, Summer Send Offs and Weeks of Welcome events. This position provides undergraduate students the opportunity to learn more about orientation programming, the University of Utah, the field of higher education, leadership skills, and themselves.

### Orientation Leader Qualifications:

The Orientation Leader (OL) position provides students the unique leadership opportunity to officially welcome new students and their families to the University of Utah. OLs are official representatives of the Office of Orientation & Transition and 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 journey with the institution through intentional orientation programming and personalized experiences. OLs aid in the academic, social, and cultural transition to the University. OLs also serve as a valuable resource for new students and their families by providing honest and current information about any and all aspects of the University of Utah. OLs do this through facilitated small groups, campus tours, personalized time, intentional orientation programming, liaisons for

assigned Colleges during First Semester Course Planning, and present on various University resources to incoming students and their families. The Office of Orientation and Transition looks for the following qualifications:

- Be a full-time undergraduate student for the 2024-2025 academic year.
- Have and maintain a minimum 2.5 cumulative GPA and acknowledge that the Office of Orientation & Transition will conduct grade checks throughout the tenure of my employment.
- Be in good academic and disciplinary standing, including complying with the [student code of conduct](#) with the University of Utah, and understanding the Office of the Dean of Students will be completing a conduct check of my student record prior to employment.
- Avoid academic or employment commitments between May 2025 and August 2025, that interfere with any aspect of the Orientation Leader position unless pre-approved by Orientation & Transition professional staff. The Office of Orientation & Transition encourages Orientation Leaders to refrain from taking classes during the summer semester.

**Orientation Leader Operating Environment:**

- Adhere to the Office of Orientation and Transition Code of Conduct to create a welcoming environment for all, and to be sensitive to the uniqueness of each situation and the individual(s) involved during orientation programming. I will not tolerate any incidents of prejudice or biases related to gender, race, ethnic origin, sexual orientation, religion, age, or ability.
- Role model behavior that is reflective of a university representative, both in person and through all forms of communication and social media.
- Remain professional in my communications with the Office of Orientation & Transition staff members, incoming students, campus partners, and all other guests during the duration of the Orientation Programming.
- Display a positive attitude, strong work ethic, develop leadership, communication, and outreach skills.
- Work scheduled day or night shifts, and expected and unexpected hours (i.e., up to 40 hours a week) necessary to implement successful Orientation Programming.
- Seek clarification on any Orientation Leader expectations from a professional staff member if I have questions.
- And make incredible memories!

**Orientation Leader Experience & Time Commitment Date 2025\*\*:**

The Orientation Leader position has required dates from March through August. Please review the information about time commitment below, and if you have questions, please ask.

**February 26<sup>th</sup>, 2025**

Orientation Leader Kick-Off\*  
(from 5pm –8pm)

**March 5<sup>th</sup> – April 16<sup>th</sup>, 2025**

Orientation Leader Spring Training\*  
(meets weekly on Wednesday from 4:30pm –7pm)

**April 19<sup>th</sup>, 2025**

Orientation Leader Spring Training\*  
(Saturday Training from 8am –12pm)

**May 4<sup>th</sup> – May 6<sup>th</sup>, 2025**

Orientation Leader Retreat\*

**May 8<sup>th</sup>, 2025**

Orientation Leader Move-In\*  
(move in from 8am to 12pm)

**May 9<sup>th</sup>, 2025**

Summer 2025\*\* New Student Orientation\*  
(7:30am to 4:30pm)



**May 8<sup>th</sup> – May 28<sup>th</sup>, 2025**

Orientation Leader Intensive Training\*  
(8am-5pm) - (Starts May 8<sup>th</sup> from 12pm to 5pm)

**May 29<sup>th</sup> – July 25<sup>th</sup>, 2025**

New Student Orientations, Transfer New Student Orientations, Family & Supporter Orientations and Program Workdays\*

**July 26<sup>th</sup> – August 4<sup>th</sup>, 2025**

Summer Send Offs  
(Sign Up Required)

**August 1<sup>st</sup>, 2025**

Orientation Leader Banquet  
(4pm to 6pm)

**August 2<sup>nd</sup>, 2025**

Orientation Leader Move Out  
(move out by 2pm)

**August 14<sup>th</sup> & 15<sup>th</sup>, 2025**

New Student Orientation\*

**August 18<sup>th</sup> – 29<sup>th</sup>, 2025**

Weeks of Welcome  
(Sign Up Only)

- Commit to an employment period that formally begins March 2025 and formally ends August 2025, and to fulfill all expectations of the position to the best of my ability.
- Attend Orientation Leader Kick-Off on February 26<sup>th</sup>, with the understanding that I must attend this day in order to formally begin my Orientation Leader journey.
- Attend Orientation Leader Spring Trainings starting March 5<sup>th</sup> through April 16<sup>th</sup>, 2025, and Saturday, April 18<sup>th</sup> training, with the understanding that I must attend each training in order to fulfill my Orientation Leader responsibilities.
- Attend Orientation Leader Retreat May 4<sup>th</sup> through 6<sup>th</sup>, 2025, with the understanding we will be staying overnight in secure housing provided by the Office of Orientation & Transition. Orientation Leader Retreat start, and end times will be provided during Spring Training.
- Full time employment (40 hour per week) will be required as an Orientation Leader beginning May 2025 through August 2025.
- Commit to living on campus with Housing & Residential Education formally beginning May 8<sup>th</sup>, through duration of my employment (August 2<sup>nd</sup>), which is part of my compensation package from the Office of Orientation & Transition.
- Commit to attending Orientation Leader Intensive Training May 8<sup>th</sup> – 28<sup>th</sup>.
- Participate in goal setting, performance evaluation, and committee activities throughout employment, and to meet with an assigned Orientation & Transition staff member regularly.
- Participate in other staff development opportunities throughout the year that are sponsored by the Office of Orientation & Transition.
- The Office of Orientation & Transition plans transition events called Summer Send Offs and Weeks of Welcome. I understand as an Orientation Leader, I will have the opportunity to sign up for these events and receive additional compensation for my time. Additionally, I understand travel will be expect for various Summer Send Off locations.

### **University Holidays & Time Off**

**May 26<sup>th</sup>, 2025**

Memorial Day Observed (*unpaid*)

**June 16<sup>th</sup>, 2025**

Juneteenth Observed (*unpaid*)

**June 30<sup>th</sup> - July 4<sup>th</sup>, 2025**

Independence Day Observed (*unpaid*)

**July 24<sup>th</sup>, 2025**

Pioneer Day Observed (*unpaid*)

\* As an Orientation Leader, engagement is essential to your experience and the experience for each new student & their families. Orientation Leaders attendance is required for each of the required dates above. Failure to do so will result in corrective action.

\*\*Subject to change

### Compensation

- Hourly Rate: \$13.50\*
- Campus Housing (provided from May 8<sup>th</sup> - August 2<sup>nd</sup>): \$3,400 (meal plan not included)
- Dining Dollars: \$300

Additional Compensation between May 8<sup>th</sup> - August 2<sup>nd</sup>:

- Student Life Center Membership
- Orientation Leader Staff Uniform
- Additional Meals (Lunch or Dinner) provided pending your scheduled Orientation shift (May 2025 – July 2025)

Orientation Leaders will be paid a hourly rate of \$13.50\* for the duration of employment. This includes the following:

- Orientation Leader Kick-Off (February 26<sup>th</sup>, 2025)
- Orientation Leader Spring Training (March 5<sup>th</sup> – April 16<sup>th</sup>, 2025 (1x week, 2.5 hours))
- Orientation Leader Spring Training (April 18<sup>th</sup>, 2025 (Saturday, 4 hours))
- Orientation Leader Offsite Retreat (May 4<sup>th</sup> – 6<sup>th</sup>)
- Orientation Leader Intensive Training May 2025
- New Student Orientation May 2025 – August 2025
- Summer Send Offs & Weeks of Welcome Activities August 2025

*\*The federal government determines payroll taxes based on your individual situation. The payroll taxes taken from your paycheck may include Social Security and Medicare taxes, also called FICA (Federal Insurance Contributions Act) taxes.*

### Hiring Timeline Dates 2025\*\*:

<b>January 6<sup>th</sup></b>	Orientation Leader Application Opens
<b>January 26<sup>th</sup></b>	Orientation Leader Application Due
<b>January 29<sup>th</sup> – 31<sup>st</sup></b>	Group Interviews
<b>February 5<sup>th</sup> – 12<sup>th</sup></b>	Individual Interviews
<b>February 14<sup>th</sup></b>	Orientation Leader Position Offer
<b>February 18<sup>th</sup></b>	Orientation Leader Decision Day
<b>February 21<sup>st</sup></b>	Orientation Leader Open House
<b>February 14<sup>th</sup> – 25<sup>th</sup></b>	HR Appointments Available

The Orientation Leader 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. Apply online at [orientation.utah.edu](https://orientation.utah.edu) and click “Join our Team.”

**Application Deadline | Sunday, January 26<sup>th</sup> | Submitted by 11:59pm MST**

If you have any questions about this position or application process, please contact the Office of Orientation & Transition – [orientation@utah.edu](mailto:orientation@utah.edu) or (801) 581-7069.