MISSION STATEMENT
The Office of Orientation & Transition 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 Office of Orientation & Transition 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 to Build Community
Pursue Growth and Learning  |  Advocate for Social Justice

ABOUT US
The Office of Orientation & Transition 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 Office of Orientation & Transition, the Division of Academic 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: Monday, October 15, 2018—applications can be found at: orientation.utah.edu

OL Interest Meetings will be held on:
  Friday, September 28th  |  R. Olpin Union Building, Parlor A  |  3pm – 4pm
  Monday, October 1st   |  R. Olpin Union Building, Union Den  |  2:30pm – 3:30pm

Group Interview invites will be sent out by October 16, 2018
Qualifications:

- Must commit to an employment period that formally begins in November 2018 and formally ends in August 2019
- Must be in good academic and disciplinary standing with the university, as well as be an undergraduate student for the 2018-19 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 the Office of Orientation & Transition and the University of Utah in a positive manner
- OLs will be on time for all official New Student Orientation, trainings, programs, and activities
- Under the supervision of the Office of Orientation & Transition 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 16-17, 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 9-April 17, 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 13-June 3, during which time all activities will be coordinated by the Office of Orientation & Transition staff, and OLs will be expected to work 8am-7pm on weekdays and various times on weekends
- Beginning May 13, 2019, all OLs will live on-campus with at least two OL roommates
- Beginning May 13, 2019, 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, July and August 2019 (Specific dates and times will be shared in January 2019)
- OLs will be present for NSO and Welcome Week from August 15-25, 2019, 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/Office of Orientation & Transition 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

Please contact the Office of Orientation & Transition at 801.581.7069 if you have any questions.
Timeline of Important Dates 2017-2018 (subject to change):

**October 15**  
OL Applications Due

**October 16**  
OL Group Interview Invites (if applicable)

**October 17 – 19**  
Group Interviews

**October 19**  
Invites to Individual Interviews (if applicable)

**October 24 – 30**  
OL Individual Interviews (if applicable)

**October 31**  
Invites to Final Interviews (if applicable)

**November 1**  
Final Interviews (if applicable)

**November 16 – 17**  
OL Retreat

**November 12**  
*Transfer NSO (Hourly Pay)

**November 30**  
*Transfer NSO (Hourly Pay)

**December 6**  
*Transfer NSO (Hourly Pay)

**December 7**  
*First-Year NSO (Hourly Pay)

**January 4**  
*First-Year/Transfer NSO (Hourly Pay)

**January 9 – April 17**  
OL Class meets weekly on Wednesdays from 2-5pm

**April 11**  
*Transfer NSO (Hourly Pay Rate)

**May 9**  
OTLs move-in to Summer Housing

**May 7**  
*First-Year/Transfer NSO (Hourly Pay)

**May 10**  
*First-Year/Transfer NSO (Hourly Pay)

**May 13**  
OLs move-in to Summer Housing

**May 13 – May 27**  
OL Intensive Training (Stipend Payments Begin)

**May 28 – August 1**  
New Student Orientation

**July 4**  
Independence Day (Holiday)

**July 24**  
Pioneer Day (Holiday)

**August 2**  
OL Last Summer Day

**August 5**  
Transfer NSO

**August 15**  
HRE Move-In

**August 16**  
*First-Year/Transfer NSO

**August 17**  
New Student Welcome

**August 23**  
Class of Block U Picture

**August 15 – 25**  
Welcome Week Duties (Stipend Payments End)

*Optional

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Application and Interview Timeline:

- Complete an online application at orientation.utah.edu by October 15, 2018, 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 16 and will be asked to schedule their group interview to take place on either October 17, 18, or 19. 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 the Office of Orientation & Transition 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 19 and will be asked to schedule their interview to take place between October 24-30. The Individual Interview will take place in the Office of Orientation & Transition office and will involve candidates meeting with the Office of Orientation & Transition Staff.
- Candidates who are invited for a Final Interview will be notified on Wednesday, October 31, 2018. The Final Interview will take place on Thursday, November 1st from 3:30-5:30pm in the Union Pano East. All candidates MUST be available for this interview time.
- Final notification for Orientation Leader selection will be sent on Monday, November 5th.
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 13-August 4, 2019) and Welcome Week (August 15-25, 2019), OLs will receive a stipend of $3,500 that will be paid bi-monthly.
- OLs will receive limited meals during OL Training and NSO, and on-campus housing from May 13-August 4, 2019.