



## **2020 Orientation Leader | Position Description**

### **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, Build a Family  
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 and Second-Year Programs, Transfer Programs, and Parent & Family Programs.

To support these efforts, The Office of Orientation & Transition hires undergraduate Orientation Leaders (OLs) to help facilitate multiple sessions of first-year, transfer, and parent orientation in the fall, spring, and summer semesters. These positions provide undergraduate students the opportunity to learn more about orientation programs, the field of higher education, leadership skills, and themselves.

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### **Orientation Leader Overview**

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 and the University of Utah; therefore, OLs should act accordingly, as student leaders with a high standard of professionalism and good judgment.

OLs will work with and are supervised by professional staff members in The Office of Orientation & Transition, including the four Graduate Assistants and the summer NODA Intern. OLs will work closely with and are mentored by our Orientation Team Leaders.



### **Qualifications:**

- Must commit to an employment period that formally begins in January 2020 and formally ends in August 2020
- Must be in good academic and disciplinary standing with the university, as well as be a full-time undergraduate student for the 2019-20 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 successful New Student Orientations. It is important to note that first-year NSOs are two-day programs and all OLs are required to work the entirety of the program.
  - Be mindful that this position may require approx. 40 hours/week during the busiest times of the summer. This also applies to professional staff members in the office.
- 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 receive and give feedback in a professional manner

### **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 required trainings, programs, and activities
- OLs will attend OL Retreat which will take place January 10-11<sup>th</sup>, starting the morning of Friday, January 10<sup>th</sup> and returning by 8pm on Saturday evening, January 11<sup>th</sup>
- OLs will register for and attend LDRSP 3960: Leadership in Higher Education, which will meet weekly on Wednesday afternoons from 2-5pm from January 6-April 22, 2019 (LDRSP 3960 is a three-hour, graded course which students must successfully complete to remain on the OL Team)
- OLs will participate in Intensive Training from Tuesday, May 12<sup>th</sup> – Friday, May 29<sup>th</sup>. A more detailed schedule will be provided to OLs during spring semester.
- OLs will live on-campus starting at the beginning of Intensive Training through early August 2020 – Living arrangements TBD. Note: this will also be contingent on spring 2020 grade checks
- Beginning Tuesday, May 12, 2020 OLs will have no other academic or employment commitments outside of New Student Orientation
- OLs will be present for all first-year, transfer and parent & family orientation sessions during June through August 2020 (Specific dates and times will be shared in January 2020)
- OLs will be present for our final NSO in August and Welcome Week events from August 20-28, 2020 including participation in HRE Move-In, New Student Welcome, Block U Class Picture, and work up to an additional 6 hours of events.
- OLs will abide by the NSO dress code
- OLs will participate in goal-setting and performance evaluation activities throughout their employment, and will meet with The Office of Orientation & Transition staff members on a regular basis
- 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 – which includes abiding by Utah state law and the University of Utah Student Code; and will not be absent without notice
- OLs who are involved in Fraternity & Sorority Life will be expected to disaffiliate during New Student Orientation
- If choosing to use any form of social media, role model appropriate choices and behaviors on public outlets/forums. Be aware that even private accounts may become publicly viewed or shared, and, if brought to the attention of staff, will be treated as such.



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**Timeline of Important Dates 2019-2020 (\*subject to change):**

September 13	OL Applications Available
October 14	OL Applications Due
October 18	*Invites to Group Interview
October 24-25	Group Interviews
October 25	*Invites to Individual Interview
October 28-31	Individual Interviews
November 13	*College Coordinator Interviews
January 6-April 22	OL Class meets weekly on Wednesdays from 2-5pm
January 10-11	OL Retreat
May 12	*OLs move-in to Summer Housing
May 12-May 29	OL Intensive Training
May 15	*First-Year/Transfer NSO
May 25	Memorial Day (Holiday)
June 1 – August 3	New Student Orientation
June 29 – July 3	Observed Independence Day (Holiday)
July 24	Pioneer Day (Holiday)
August 4	*OL Final Work Day
August 20	HRE Move-In
August 21	First-Year/Transfer NSO & Parent and Family Welcome BBQ
August 22	New Student Welcome
August 20-28	Welcome Week Responsibilities
August 28	Class of Block U Picture

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**Compensation:**

- During the summer (May 12<sup>th</sup> – August 4<sup>th</sup>) and Welcome Week (August 20<sup>th</sup>-28<sup>th</sup>), OLs will receive a stipend of \$3,500 that will be paid bi-monthly
  - OLs will be provided with an updated summer contract which will include the OL pay dates and logistics
- OLs will receive limited meals during OL Training and NSO, on-campus housing from \*May 12-August 4, 2020, and OL uniform, total \$3,500. All of which is part of your total compensation.
- A limited number of OLs will have the opportunity to work future NSO sessions during the fall 2020 and spring 2021 semesters at an hourly rate of \$9/hour

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**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. Apply online at [orientation.utah.edu](http://orientation.utah.edu) and click "Join our Team"**

**OL Interest Meetings will be held on:**

Wednesday, September 25<sup>th</sup> | R. Olpin Union Building, Union 323 | 2pm – 3pm  
Thursday, October 3<sup>rd</sup> | R. Olpin Union Building, Union, 323 | 2:30pm – 3:30pm

**Online Application Deadline | Monday, October 14<sup>th</sup> | submitted by 11:59pm**

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