2022 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.

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 Graduate Assistants and summer NODA Interns. 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 2022 and formally ends in August 2022
- Must be in good academic and disciplinary standing with the university, as well as be a full-time undergraduate student for the 2021-22 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 register for and attend LDRSP 3960: Leadership in Higher Education, which will meet weekly on Wednesday afternoons from 2-5 pm from January 10th–April 20th, 2022 (LDRSP 3960 is a three-hour, graded course which students must successfully complete to remain on the OL Team)
- OLs will live on-campus starting in mid- to late-May and will continue living on campus through late July. Exact dates will be provided in January 2022 – Living arrangements TBD. Note: this will also be contingent on Spring 2022 grade checks
- During the length of the Orientation Leader contract, 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 Summer 2022 (Specific dates and times will be shared in January 2022)
- OLs will be present for our final NSO in August and Weeks of Welcome events from August 19th-26th, 2022 including participation in New Student Welcome, Block U Class Picture, and 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 public accounts.
Timeline of Important Dates 2021-2022 (*subject to change):

October 4  OL Applications Available
October 24  OL Applications Due
October 26  Invites to Group Interview
November 2-4  Group Interviews
November 5  Invites to Individual Interview
November 8-12  Individual Interviews
November 19  Final Interview
December 10  *OL Team Building
January 10-April 20  OL Class meets weekly on Wednesdays from 2-5pm
May 30  Memorial Day (Holiday)
July 4  Observed Independence Day (Holiday)
July 25  Observed Pioneer Day (Holiday)
August 19-26  Weeks of Welcome Responsibilities

Compensation:
- Total compensation for this position is approximately $7,000 including stipend, limited meals, on-campus housing, and OL uniform.
- During the summer and Weeks of Welcome, OLs will receive a $3,500 stipend that is paid out biweekly
  - OLs will be provided with an updated summer contract which will include the OL pay dates and logistics
- OLs will receive the following in addition to the monetary compensation: limited meals during OL Training and NSO; on-campus housing during the length of the contract, and an OL uniform. This totals about $3,500.

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 and click “Join our Team”

OL Interest Meeting will be held on:
Tuesday, October 19th | R. Olpin Union Building, Union, 319 | 12:00pm – 1:00pm

Online Application Deadline | Sunday, October 24th | 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 or (801) 581-7069