2022 Swoop 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 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 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.

Swoop Leader Overview
This unique leadership opportunity will work with supporting the Office of Orientation & Transition through office support, New Student Orientation, and Swoop Camps. Swoop Leaders are hired to serve as a support to Orientation Leaders, assisting with transition of new first-year students, transfer students, and their families as they begin their relationship with the institution through New Student Orientation (NSO). Swoop Leaders aid in the academic, social, and cultural acclimation to the University. Swoop Leaders 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.

Swoop Leaders are official representatives of The Office of Orientation & Transition and the University of Utah; therefore, Swoop Leaders should act accordingly, as student leaders with a high standard of professionalism and good judgment.

Swoop Leaders will work with and are supervised by professional staff members in The Office of Orientation & Transition, including graduate interns, office manager, and Assistant Directors. Swoop Leaders will work in office, supporting New Student and Parent Orientations, and rotate working Swoop Camps (Adventure, Backcountry, Campus, and Base Camp).
Qualifications:

• Must commit to an employment period that formally begins in May 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 Fall 2022 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 Swoop 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, Parent and Family Orientations, and Swoop Camps.
  o 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 do training with Outdoor Adventures
• 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:

• Swoop Leaders will represent The Office of Orientation & Transition and the University of Utah in a positive manner
• Swoop Leaders will be on time for all required trainings, programs, and activities
• Swoop Leaders will live on-campus starting in mid- to late-May and will continue living on campus through late July. Exact dates will be provided upon job offer. Note: this will also be contingent on Spring 2022 grade checks
• During the length of the Swoop Leaders contract, Swoop Leaders will have no other academic or employment commitments outside of this position.
• Swoop Leaders will be present for our final NSO August 1-19, 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.
• Swoop Leaders will abide by the dress code
• Swoop Leaders 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
• Swoop Leaders 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 prior notice.
• Swoop Leaders 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):

March 4    Swoop Leader Applications Available
April 1    Swoop Leader Applications Due
March 28 – April 5 Swoop Leader Interviews
April 15   Notification of Job Offer
May 17    Swoop Leader Move-In Day
May 20 – June 3 Intensive Training
May 30    Memorial Day (Holiday)
June 14    Swoop Camps begin
June 14 – 17 Swoop Camp Adventure 1
June 28 – July 1 Swoop Campus
July 4    Observed Independence Day (Holiday)
July 12 – 15 Swoop Camp Backcountry
July 19 – 22 Swoop Camp Adventure 2
July 25    Observed Pioneer Day (Holiday)
August 8 – 12 Remote work for Virtual New Student Orientations
August 15 – 18 Swoop Base Camp
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 Swoop Leader uniform.
- During the summer and Weeks of Welcome, Swoop Leaders will receive a $3,500 stipend that is paid out biweekly
  - Swoop Leaders will be provided with an updated summer contract which will include the Swoop Leader pay dates and logistics
- Swoop Leaders will receive the following in addition to the monetary compensation: limited meals during Intensive Training and NSO; on-campus housing provided from May 17 – July 29, and Swoop Leader uniforms. This totals about $3,500.

The Swoop Leader position description is meant to provide more information for students interested in the Swoop Leader position. To officially apply, you MUST submit an online application. Apply online at orientation.utah.edu and click “Join our Team”

Online Application Deadline | Friday, April 1 | 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