2021 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, Weeks of Welcome, 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. OLs will work closely with and are mentored by our Orientation Team Leaders.
Qualifications:
- Must commit to an employment period that formally begins in March 2021 through August 2021 (please refer to the comprehensive OL employment timeline outlined below)
- Must be in good academic and disciplinary standing with the university, as well as be a full-time undergraduate student for the 2021 academic 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. These engagements are appropriate, given the OL position is prioritized
- Must possess strong communication and interpersonal skills

Expectations:

Programming
- OLs will attend a virtual OL Retreat which will take place Friday, March 12th, 2-5PM MST
- OLs will be on time for all official New Student Orientation (NSO) trainings, orientation sessions (FY/TR/PF), and programming
- OLs will be present for our final NSO in August and Weeks of Welcome events from August 19th - 27th, 2021 including participation in HRE Move-In, New Student Welcome, Block U Class Picture, and work an additional 6 hours of events.

Professionalism
- OLs will represent the Office of Orientation & Transition and the University of Utah in a positive manner
- OLs must create an inclusive and welcoming environment
- OLs must display professionalism and school spirit
  - OLs will abide by the NSO dress code
- OLs must role model behavior that is reflective of a student leader
- OLs must display a positive attitude, strong work ethic, and be willing to work the expected and unexpected hours necessary to facilitate a successful orientation season
  - OLs will not be absent without advanced notice and approval
- OLs must be able to receive feedback in a professional manner
- OLs will commit to a high level of personal ethics and responsibility during employment:
  - will refrain from engaging in romantic relationships within the team and/or with new students
  - will maintain a positive and professional social media presence. 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.
  - if involved in Fraternity & Sorority Life, OLs will be expected to disaffiliate during New Student Orientation
  - will refrain from illegal behavior – which includes abiding by Utah state law and the University of Utah Student Code (Policy 6-400)
- OLs will commit to the University of Utah’s Covid-19 policies and guidelines

Time Commitment
- OLs will participate in OL Virtual Training every Friday beginning March 19th to April 23rd, 2-5pm.
- OLs will live on-campus starting at the beginning of OL Intensive Training, May 17th – July 30th
  - Living arrangements TBD. Note: this will also be contingent on Covid-19 and Spring 2021 grade checks.
Timeline of Important Dates 2020-2021 (subject to change):

January 20  OL Applications Opens
February 10  OL Applications Close
February 11-12  OL Application Review
February 16-18  OL Group Interviews
February 13-26  OL Individual Interviews
March 1  OL Position Offers
March 12  OL Virtual Retreat
Mar 19 – Apr 23  OL Virtual Training begins (Friday, 2-5pm)
May 17-31  OL Intensive Training
May 31  Memorial Day (Holiday)
June – August  New Student Orientation
July 3 – 9  Observed Independence Day (Holiday, July 4th)
July 21 – 24  Pioneer Day (Holiday, July 24th)
August 21  New Student Welcome
August 19-27  Weeks of Welcome Responsibilities
August 27  Class of Block U Picture

Compensation:
- OLs will receive a hourly wage of $10 with the expectation that OLs work between 10-12 hours a week
  - OLs will be provided with an updated summer contract which will include the OL pay dates and logistics
- A limited number of OLs will have the opportunity to work future NSO sessions during the Fall 2021 and Spring 2022 semesters at an hourly rate of $10/hour

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”

Online Application Deadline | Wednesday, February 10th | 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

The Orientation Leader position description is subject to change based on the situations surrounding COVID-19. The Office of Orientation & Transition will follow all University/State safety procedures and recommendations.