



# Orientation Leader Position Description

## TABLE OF CONTENTS:

Core Values	2
Position Overview	3
Operating Environment	4
Time Commitments	5
Orientation Leader Experience	6
Featured Benefits	7
Application/Contact Info	8



## MISSION STATEMENT

We are dedicated to innovatively welcoming and engaging every new student and their supporters by providing essential information to ensure a successful start to their University of Utah journey.

## WHY STATEMENT

The Office of Orientation & Transition provides resources and experiences that ignite passions, so new students can thrive, grow, and imagine themselves at the University of Utah.

## ABOUT US

The Office of Orientation & Transition's primary focus is to assist new students and their families as they transition to the University through comprehensive programming that takes place throughout the calendar year. This includes Utah Bound Orientation, Swoop Camp Extended Orientation, Weeks of Welcome, and Summer Send Off.

To support these efforts, the Office of Orientation & Transition hires Orientation Leaders (OLs) to help facilitate multiple sessions of first-year, transfer, and guest orientations. This position provides undergraduate students the opportunity to learn more about orientation programming, the field of higher education, leadership skills, and themselves.

## ORIENTATION LEADER QUALIFICATIONS

The **Orientation Leader (OL)** position provides students the unique leadership opportunity to officially welcome new students and their families to the University of Utah. OLs are official representatives of the Office of Orientation & Transition and 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 journey with the institution through intentional orientation programming and personalized experiences. OLs aid in the academic, social, and cultural transition to the University. OLs also serve as a valuable resource for new students and their families by providing honest and current information about any and all aspects of the University of Utah. OLs do this through facilitated small groups, campus tours, personalized time, intentional orientation programming, liaisons for assigned Colleges during First Semester Course Planning, and present on various University resources to incoming students and their families.



### The Office of Orientation and Transition looks for the following qualifications:

- Be a full-time undergraduate student for the 2024-2025 academic year.
- Have and maintain a minimum 2.5 cumulative GPA and acknowledge that the Office of Orientation & Transition will conduct grade checks throughout the tenure of my employment.
- Be in good academic and disciplinary standing, including complying with the **student code of conduct** with the University of Utah, and understanding the Office of the Dean of Students will be completing a conduct check of my student record prior to employment.
- Avoid academic or employment commitments between May 2025 and August 2025, that interfere with any aspect of the Orientation Leader position unless pre-approved by Orientation & Transition professional staff. The Office of Orientation & Transition encourages Orientation Leaders to refrain from taking classes during the summer semester.

## ORIENTATION LEADER OPERATING ENVIRONMENT

- Adhere to the Office of Orientation and Transition Code of Conduct to create a welcoming environment for all, and to be sensitive to the uniqueness of each situation and the individual(s) involved during orientation programming. I will not tolerate any incidents of prejudice or biases related to gender, race, ethnic origin, sexual orientation, religion, age, or ability.
- Role model behavior that is reflective of a university representative, both in person and through all forms of communication and social media.
- Remain professional in my communications with the Office of Orientation & Transition staff members, incoming students, campus partners, and all other guests during the duration of the Orientation Programming.
- Display a positive attitude, strong work ethic, develop leadership, communication, and outreach skills.
- Work scheduled day or night shifts, and expected and unexpected hours (i.e., up to 40 hours a week) necessary to implement successful Orientation Programming.
- Seek clarification on any Orientation Leader expectations from a professional staff member if I have questions.
- And make incredible memories!



## Time Commitment Date 2025\*\*

The Orientation Leader position has required dates from March through August. Please review the information about time commitment below, and if you have questions, please ask.

<b>February 26th, 2025</b>	Orientation Leader Kick-Off* <i>(from 5pm - 8pm)</i>
<b>March 5th - April 16th, 2025</b>	Orientation Leader Spring Training* <i>(meets weekly on Wednesday from 4:30pm - 7pm)</i>
<b>April 19th, 2025</b>	Orientation Leader Spring Training* <i>(Saturday Training from 8am - 12pm)</i>
<b>May 4th - May 6th, 2025</b>	Orientation Leader Retreat*
<b>May 8th, 2025</b>	Orientation Leader Move-In* <i>(move in from 8am to 12pm)</i>
<b>May 9th, 2025</b>	Summer 2025 Utah Bound Orientation* <i>(7:30 am - 4:30 pm)</i>
<b>May 8th - May 28th, 2025</b>	Orientation Leader Intensive Training* <i>(8am-5pm) - (Starts May 8th from 12pm to 5pm)</i>
<b>May 29th - July 25th, 2025</b>	Utah Bound Orientations and Program Workdays*
<b>July 26th - August 4th, 2025</b>	Summer Send Offs <i>(Sign Up required)</i>
<b>August 1st, 2025</b>	Orientation Leader Banquet <i>(4pm - 6pm)</i>
<b>August 2nd, 2025</b>	Orientation Leader Move Out <i>(move out by 2pm)</i>
<b>August 14th &amp; 15th, 2025</b>	Utah Bound Orientation*
<b>August 18th - August 29th, 2025</b>	Weeks of Welcome <i>(Sign-Up required)</i>

\* As an Orientation Leader, engagement is essential to your experience and the experience for each new student & their families.

Orientation Leaders' attendance is required for each of the required dates above. Failure to do so will result in corrective action

\*\* Subject to change



## ORIENTATION LEADER EXPERIENCE

- Commit to an employment period that formally begins March 2025 and formally ends August 2025, and to fulfill all expectations of the position to the best of my ability.
- Attend Orientation Leader Kick-Off on February 26th, with the understanding that I must attend this day in order to formally begin my Orientation Leader journey.
- Attend Orientation Leader Spring Trainings starting March 5th through April 16th, 2025, and Saturday, April 19th training, with the understanding that I must attend each training in order to fulfill my Orientation Leader responsibilities.
- Attend Orientation Leader Retreat May 4th through 6th, 2025, with the understanding we will be staying overnight in secure housing provided by the Office of Orientation & Transition. Orientation Leader Retreat start, and end times will be provided during Spring Training.
- Full time employment (40 hours per week) will be required as an Orientation Leader beginning May 2025 through August 2025.
- Commit to living on campus with Housing & Residential Education formally beginning May 8th, through duration of my employment (August 2nd), which is part of my compensation package from the Office of Orientation & Transition.
- Commit to attending Orientation Leader Intensive Training May 8th - 28th.
- Participate in goal setting, performance evaluation, and committee activities throughout employment, and to meet with an assigned Orientation & Transition staff member regularly.
- Participate in other staff development opportunities throughout the year that are sponsored by the Office of Orientation & Transition.
- The Office of Orientation & Transition plans transition events called Summer Send Offs and Weeks of Welcome. I understand as an Orientation Leader, I will have the opportunity to sign up for these events and receive additional compensation for my time. Additionally, I understand travel will be expected for various Summer Send Off locations.





## University Holidays and Time-Off

### **May 26th, 2025**

Memorial Day Observed (unpaid)

### **June 16th, 2025**

Juneteenth Observed (unpaid)

### **June 30th - July 4th, 2025**

Independence Day Observed (unpaid)

### **July 24th, 2025**

Pioneer Day Observed (unpaid)

## Compensation

- Hourly Rate: \$13.50\*
- On-Campus Housing (provided from May 8th - August 2nd): \$3,400 (**meal plan not included**)
- Dining Dollars: \$300

### **Additional Compensation between May 8th - August 2nd:**

- Student Life Center Membership
- Orientation Leader Staff Uniform
- Additional Meals (Lunch or Dinner) provided pending your scheduled Orientation shift (May 2025 - July 2025)

Orientation Leaders will be paid an hourly rate of \$13.50\* for the duration of employment. This includes the following:

- Orientation Leader Kick-Off (February 26th, 2025)
- Orientation Leader Spring Training (March 5th - April 16th, 2025 (1x week, 2.5 hours))
- Orientation Leader Spring Training (April 19th, 2025 (Saturday, 4 hours))
- Orientation Leader Offsite Retreat (May 4th - 6th)
- Orientation Leader Intensive Training May 2025
- Utah Bound Orientation May 2025 - August 2025
- Summer Send Offs & Weeks of Welcome Activities August 2025

\*The federal government determines payroll taxes based on your individual situation. The payroll taxes taken from your paycheck may include Social Security and Medicare taxes, also called FICA (Federal Insurance Contributions Act) taxes.

# APPLICATION AND CONTACT INFORMATION



## Hiring Timeline Dates 2025\*\*

**January 6th**

**January 26th**

**January 30th - February 3rd**

**February 5th - 12th**

**February 14th**

**February 18th**

**February 21st**

**February 14th - 25th**

Orientation Leader Application Opens

Orientation Leader Application Due

Group Interviews

Individual Interviews

Orientation Leader Position Offer

Orientation Leader Decision Day

Orientation Leader Open House

HR Appointments Available

*\*\*Subject to change.*

The Orientation Leader 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](https://orientation.utah.edu) and click "Join our Team."

**Application Deadline | Sunday, January 26th | Submitted by 11:59pm MST**

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.

### Contact Information

**Desh Gaskins**

**Assistant Director**

Office of Orientation & Transition

University of Utah

[desh.gaskins@utah.edu](mailto:desh.gaskins@utah.edu)

