

Summer 2009

Orientation Leader (OL) Job Description

Required Dates

Summer orientation training begins June 28, with programs taking place at various times, including most nights and weekends through July. Because of the rigors and demanding hours of the position, **Orientation Leaders are not allowed to commit to classes or other jobs from June 28 – July 29.** Living on campus during those dates is also required and housing costs for that period are paid for by the Dean of Students office.

Required dates:

- ◆ Spring Training Wednesday, April 15, tentatively scheduled from 6 – 9 p.m., room to be announced. Up to 10 additional hours will be arranged once the entire team is selected and their school/work schedules are reviewed.
- ◆ Summer Training June 28 – July 12 (excluding July 4, but including most other nights and weekends)
- ◆ O & R Dates July 13 – July 29 (Orientation & Registration is a time-consuming process for the team. We expect students to be working from morning through night, including some weekends.)
- ◆ Fall Welcome September 7-8
- ◆ Email Communication Must send a minimum of five email messages to your groups from early August through early October

Eligibility

Applicants are minimally required to:

- ◆ Be a currently enrolled University of St. Thomas student returning in the fall,
- ◆ Be in good standing, both academically and disciplinary, with the University, and
- ◆ Have a minimum 2.50 grade point average.

Additional knowledge, skills and experiences that will be helpful in this position include:

- ◆ Interest in serving new students and their families,
- ◆ Understanding the importance of role modeling and representing the University,
- ◆ Team-oriented approach to work,
- ◆ Willingness to be both a teacher and a learner,
- ◆ Commitment to diversity and experience working with diverse populations,
- ◆ Strong communication skills.

Compensation/Benefits

In addition to the exceptional experience in leadership, public speaking, active listening and teamwork, you will receive a compensation package that is valued over \$3500, including:

- ◆ \$100 paid in spring after training;
- ◆ \$2150 paid in summer during O&R sessions;
- ◆ \$100 paid in fall after completing final reports, participating in Fall Welcome and emailing groups of new students;
- ◆ on-campus housing from June 28-July 29, valued at over \$800;
- ◆ some meals during training and O&R programs, valued at over \$350.

If you have any additional questions about the position, please contact Victoria Svoboda, Associate Dean of Students, at (651) 962-6052 or vasvoboda@stthomas.edu.

Job Responsibilities/Learning Outcomes

Specific Job Expectations include:

- ◆ Act as a positive role model and a resource person to new students and their families.
- ◆ Guide new students through the Summer Orientation and Registration (O&R) program.
- ◆ Facilitate small group meetings with new students and their parents/guardians.
- ◆ Perform in orientation skits.
- ◆ Participate in Fall Welcome activities.
- ◆ Maintain communication with new students throughout the summer and into the fall semester.
- ◆ Build a working knowledge of the campus and community support services available to the students and their families.

Each year approximately 1,300 new first year students attend the University of St. Thomas. New Student Orientation and Registration (O & R) aims to ease the transition from high school to college. In addition to assisting new students and their families, we also hope to benefit the Orientation Leaders (OLs) in their own growth and development.

Though many of these skills may be in place at the time a student applies for this position, we hope that through employment as an Orientation Leader, students will be able to further demonstrate the following:

Leadership Skills

- Recognize and value different leadership styles
- Demonstrate strong organizational skills
- Show confidence by making independent decisions while also remaining humble and considering the impact of your actions
- Understand how to manage stress, especially long periods of intense work with few breaks
- Work individually with new students in a small group setting
- Understand the role that teamwork plays in the success of any organization
- Understand the importance of being intentional about making and staying with decisions
- Recognize the importance of taking ownership in organizations with which you are involved

Creativity and Flexibility

- Understand the interconnectedness of yourself with the rest of the orientation team and other participants in the orientation program
- Make suggestions for further program enhancements, but not before considering or asking why things are the way they are
- Be light on your feet, able to quickly adapt to unpredictable circumstances

Customer Service

- Model good customer service skills
- Display a caring and friendly attitude
- Support students and their families who may be experiencing emotional difficulty in the transition they are experiencing

Critical Thinking and Problem Solving

- Demonstrate objectivity and logical decision-making
- Synthesize information in a way that is situation-appropriate
- Try to understand things from the perspectives of various new students and their families

Respect for Multicultural and Diverse Environments

- Understand your own cultural background and be interested in learning about the backgrounds of other team members, faculty, staff members, new students and their families
- Cultivate mature relationships with team members, faculty, staff members, and new students and their families
- Promote an environment that is positive and inclusive

Communication Skills

- Develop and practice oral and written communication skills
- Express yourself with clarity and professionalism when interacting with other team members, faculty, staff members, and new students and their families
- Model active listening skills
- Grow in your ability to give and receive positive and constructive feedback