

## 2009 Transfer Orientation Leader (OL) Job Description

The Dean of Students will hire six Transfer Orientation Leaders to join three returning staff.

### Training and Development

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Attend all training sessions and other required dates noted below.

Required dates:

- ◆ Spring Training                      Wednesday, April 15, tentatively scheduled from 6 – 9 p.m., room to be announced.
- ◆ Summer Training                      Date to be announced – Up to 15 hours will be scheduled to occur shortly before August 26 (ideally Aug 22-23), depending on the schedules of the Transfer Leaders.
- ◆ Orientation Dates                      Must be available from 8 a.m.-5 p.m. on August 26, September 4, September 8, plus January 29, 2010.
- ◆ Fall Welcome                              September 7-8

### Eligibility

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Applicants are minimally required to:

- ◆ Have transferred to UST from another institution,
- ◆ 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 transfer students,
- ◆ 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

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Through your experience as a Transfer Orientation Leader, you can expect to gain:

- ◆ Exceptional experience in leadership, public speaking, active listening and teamwork
- ◆ \$7.50 per hour for training and orientation dates (\$8/hour in the summer); \$75 stipend for participating in Fall Welcome Activities, emailing groups of new students at least three times throughout the fall semester, and completing a final report.

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](mailto:vasvoboda@stthomas.edu).

### Job Responsibilities/Learning Outcomes

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Specific Job Expectations include:

- ◆ Act as a positive role model and a resource person to new students.
- ◆ Guide new students through the one-day Transfer Orientation programs in late August/early September 2009, and again in January 2010.
- ◆ Participate in panel discussions about community at UST.
- ◆ Facilitate small group meetings with new students.
- ◆ Participate in Fall Welcome activities.
- ◆ Maintain communication with new students throughout the fall semester.
- ◆ Build a working knowledge of the campus and community support services available to the students and their families.

## **Job Responsibilities/Learning Outcomes Continued**

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Each year approximately 300-350 new transfer students join the University of St. Thomas community. Orientation programs aim to support the transition from one institution to another. Many students benefit from assistance navigating a new environment during the first few months of school.

As a result of attending orientation programs, we hope new students get off to a good start in this next step in their academic career. In addition to assisting new students and their families, we also hope to benefit the Transfer Orientation leaders 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 a Transfer 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
- ◆ 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 and groups 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/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