Indiana University Orientation Leader Work Agreement
Period of Employment March 28, 2014 through August 26, 2014

In accepting the role of an Orientation Leader (OL), I understand that this position requires that I meet a certain set of standards. These standards have been established to ensure the best possible experience for new students, their families and guests as well as to promote the feeling of camaraderie and support which is essential to a successful New Student Orientation experience.

As an Orientation Leader, I will:

- Fulfill the responsibilities outlined in the OL Position Description and meet all of the expectations presented to me by Brian Morin (Assistant Director), other members of the Leadership Team, and Office of First Year Experience Programs professional staff.
- Abide by all of the rules and policies set forth by the Office of First Year Experience Programs, Residential Programs and Services, Indiana University, and all state/federal laws. I understand that as a student leader I am not above the rules, but I am a role model of them. As a resident of Union Street Center, I am expected to behave as a positive member of the Union Street community.
- Attend and be on time for ALL required meetings, events, training sessions and placements during my period of employment.
- Not enroll in classes or work another job from May 27, 2014 through July 24, 2014.
- Set a positive example for all new and current students by showing respect and consideration for all members of the faculty, staff, and their property. I am aware that my actions have the ability to influence people's opinions of both the University and myself. Nowhere is this more visible than through the words and actions I display through the use of Social Media.
- Be sensitive to the uniqueness of each situation and the individual(s) involved thereby promoting an understanding and respect for various opinions, values, and cultural backgrounds. I will not tolerate any incidents of prejudice or bias.
- Maintain a high level of professionalism. I will not smoke, consume alcohol or engage in otherwise inappropriate activities while wearing orientation apparel. I will not let anyone outside of the OTeam wear, borrow, or maintain possession of orientation apparel.
- Maintain appropriate interpersonal boundaries with program participants and my coworkers.
- Provide participants with accurate information and complete answers to the best of my ability. I will refer all questions I cannot answer to the appropriate staff member or office. In my responses I will remember that I am a representative of Indiana University and will seek to find an appropriate balance of personal experience and professional demeanor.
- Be in Bloomington by 9 PM on the evening before an orientation program or training session. When assigned to work a “Pre-Program” schedule, I will be in Bloomington by 4 PM. I will reside in my assigned room in Union Street Center the night before a training session or orientation program (even if I am not assigned to work). Overnight guests must be approved by a member of the Leadership Team.
- Encourage new students to get involved in the University, but avoid recruiting them for membership in specific student organizations.
- Respect the confidentiality of student records, applications, and other records that I may have access to. I will also respect the confidentiality of my fellow OTeam members. I will not violate this confidentiality even after the conclusion of my contract.
- Commit to supporting 2014 Welcome Week events and IU Guides during the period of August 18-26 (based on availability).

I also understand that due to the nature of our work with new students, behaviors surrounding alcohol and illegal drugs during the summer (beginning May 27, 2014) must be taken seriously. To support the integrity, and preserve the safety, of our program, I will:

- Act in accordance with all Indiana state laws as they relate to the purchase, consumption or possession of alcohol and illegal drugs. I understand that alcohol consumed legally, but in excess, does not fall within the framework of acceptable and responsible behavior.
- Refrain from consuming alcohol the evening before, or on the day of, a training session or orientation program. No alcohol may be brought in, stored or consumed in Union Street Center, regardless of age.
- Be aware of how my attitudes regarding alcohol and drugs are represented through my speech, behavior, clothing and online persona(s).
- Respond appropriately to violations of program, campus and residence hall alcohol policies committed by program participants during their New Student Orientation program.

By signing below, I acknowledge that I have read the above statements and agree to comply with them. I also understand that any and all violations of this agreement are serious and will be dealt with on a case-by-case basis. Ramifications could include probation, referral to Student Ethics, a stipend adjustment or termination from this position.

Name of Orientation Leader (please print)  Signature of Orientation Leader  Date

We are committed to assisting the Orientation Leaders in complying with the statements above and holding them accountable when appropriate.

Brian Morin  Sahand Emamian  Alex Kimbrell  Heather Mielke  Luis Mora  Michaela Ranft  Angelica Smith