



2021 Orientation Leader (OL) Position Description

The Orientation Leader position is an integral part of welcoming, orienting, and educating new students and their guests as part of the 2021 Indiana University New Student Orientation (NSO) program. OLs will serve as a part of the Orientation Team (OTeam) to lead NSO and work alongside professional, graduate, and other undergraduate staff. Successful candidates will have a genuine aspiration to represent IU, a positive attitude, the desire to be a role model, and a passion for helping others.

Application Deadline:	Monday, February 15 by noon
U495 Class:	Monday, March 15–Friday, May 7
Employment Period:	Early May–August 31

RESPONSIBILITIES | OLs are responsible for:

- creating an open and welcoming environment for new students and guests;
- actively participating in all OTeam retreats, training sessions, and reflection activities;
- facilitating various discussions/presentations for incoming students and guests;
- introducing and educating students to the opportunities available at IU;
- effectively utilizing and sharing knowledge of IU resources/services;
- working collaboratively with all members of the OTeam; and
- providing excellent service and support to students, families, and members of the IU community.

SKILL DEVELOPMENT | OLs can expect to gain skills in the following areas:

- leadership, teamwork and individual/group communication;
- knowledge of IU resources and services;
- a better understanding of Zoom and other online tools;
- virtual public speaking, facilitation, goal setting; and
- conflict management.

COMPENSATION | OLs receive the following:

- hourly pay-rate: \$10.15 (pay rate may be adjusted if on-campus lodging is provided)
- orientation/ NSO apparel and uniform necessities;
- internship credit may be available depending on your major/program of study.

CONDITIONS OF EMPLOYMENT | OLS must:

- have completed at least two (2) semesters as a freshman or one (1) semester as a transfer student at IU Bloomington prior to June 1, 2021;
- maintain a minimum cumulative GPA of 2.3;
- be in good disciplinary and academic standing;
- successfully complete U495: Peer Mentoring & Leadership in Orientation (second 8-week course, spring 2021, Mondays 6–8 p.m., hybrid instruction), note: only selected OLS will be able to enroll for the course;
- not enroll in any summer courses unless approved by supervisor; and
- not have significant outside summer time commitments (employment, internship, volunteer positions) unless approved by supervisor.

THE SELECTION PROCESS | The selection process for OLS includes three components:

1. **Completed application** submitted by noon on Monday, February 15.
2. **Virtual interview** for selected candidates will be 60-90 minutes scheduled between February 17–26.

IMPORTANT DATES & DETAILS | OLS must be available for the following dates:

Due to the impact of COVID-19, NSO 2021 is currently planned to be a virtual experience, although supplemental in-person NSO events may be added if deemed safe and appropriate as the summer approaches.

SPRING 2021

- Mondays, March 15–May 7: U495: Peer Mentoring & Leadership in Orientation Course (second 8–weeks from 6–8 p.m.)
- Saturday, March 13: OTeam Spring Training Retreat
- April 27–May 7 (one day from date range): Required staff meeting (based on availability)

SUMMER 2021 (subject to change)

- May 3–24: Additional training sessions (based on availability)
- May 25–June 8: OTeam Training (including nights & weekends)
- June 2–July 30: New Student Orientation (including most nights & some weekends)*

AUGUST 2021

- August 9–16: International student arrival support (based on availability)
 - August 16–19: New Student Orientation (based on availability)
 - August 18–24: Welcome Week and IU Guides (anticipated total of 3–6 hours)
- Note: There may be additional options for paid positions after Welcome Week to support other FYE programs and initiatives.*

Additional questions about responsibilities, dates, or any information included, contact:

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Office of First Year Experience Programs (FYE)

Phone: 812-855-HELP (4357)