OFFICE OF FIRST YEAR EXPERIENCE PROGRAMS
2018 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 2018 Indiana University New Student Orientation (NSO) program. Successful candidates will have a genuine aspiration to represent IU, a positive attitude, the desire to be a positive role model and strong leader, and possess a passion for helping others. Conditions of employment, key responsibilities, and compensation are outlined in the description below.

Application Deadline: Monday, January 22, 2018 by 10 a.m.
U495 Class: Monday, March 5 – April 23 from 6-8 p.m.
Employment Period: Early May – August 31, 2018

CONDITIONS OF EMPLOYMENT | To be eligible to serve as an Orientation Leader, you 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, 2018;
• maintain a minimum cumulative GPA of 2.3;
• be in good disciplinary and academic standing;
• successfully complete U495: Peer Mentoring & Leadership in Orientation (8-week course, Spring 2018).

note: only selected Orientation Leaders will be able to enroll for the course;
• reside in university housing during summer training and Summer New Student Orientation Programs;
• not enroll in any summer courses; and
• not have significant outside time commitments (employment, internship, volunteer responsibilities).

RESPONSIBILITIES | As an Orientation Leader, you will be responsible for:

• creating an open and welcoming environment for new students and guests;
• actively participating in all Orientation Team 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 previous and newly gained knowledge of IU resources/services;
• working collaboratively with all members of the Orientation Team; and
• providing excellent customer service to students, families, and members of the IU community.

COMPENSATION | As an Orientation Leader, you will receive the following:

• quality, well-rounded leadership experience with marketable, transferrable skills;
• total remuneration package (may vary slightly, dependent upon specific hours worked) includes:
  o hourly pay-rate equivalent to $10.15/hour (adjusted when on-campus housing is provided);
  o a room in university housing during summer NSO and training;
  o nominal allowance credited to your CrimsonCard account for miscellaneous meals or other expenditures;
  o orientation/NSO apparel and uniform necessities;
  o lunches during most program dates and occasional dinners as a staff team; and
• internship credit may be available depending on your major/program of study.
THE SELECTION PROCESS | The selection process for Orientation Leaders will take place in three parts:
1. **Completed Individual Application** submitted no later than 10 a.m. on Monday, January 22, 2018.
2. **Phase I (Group) Interview** will last up to three (3) hours and will allow us to get to know more about you through various activities and a brief 1-on-1 interview.
3. **Phase II (Individual) Interview** will be scheduled for select candidates and will be up to one (1) hour long with NSO staff from the Office of First Year Experience Programs.

IMPORTANT DATES & DETAILS | As an Orientation Leader, you **must** be available for the following dates:

**S**P**R**ING **2018**
- Mondays, March 5-April 23 (2nd 8-weeks): U495: Peer Mentoring & Leadership in Orientation Course (6-8 p.m.)*
- Saturday, April 7: Orientation Team Spring Retreat
- May 2-6: Required staff meeting(s) (dates/times TBD based on availability)
  *Only selected Orientation Leaders will be able to enroll in the U495 course. Instructions will be sent out after final selections are made.

**SUMMER 2018** (Tentative)
- May 22: Move in to Orientation summer housing
- May 22 – June 5: OTeam Training (including nights & weekends)
- June 6 – July 17: New Student Orientation (including most nights & some weekends)**
- July 18: Program Evaluation & OTeam Banquet Celebration
- July 19: Move out of Orientation Housing
**Day-to-day OL schedules vary and will often include late evening responsibilities as well as two Sunday program dates. A full calendar will be provided at the Orientation Team Spring Retreat.

**AUGUST 2018**
- August 1 – 14: August Orientation (based on availability)
- August 15 – 21: Welcome Week and IU Guides (anticipated total of 2-6 hours)

***Preference given to candidates who are able and willing to work a minimum of 20 hours during August New Student Orientation.

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**Have additional questions?**
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