Office of First Year Experience Programs
2017 Orientation Leader (OL) Position Description

The Orientation Leader position is a part of a diverse group of IU students that works collaboratively to welcome, orient, and educate new students and their parents/guests as part of the 2017 Indiana University New Student Orientation (NSO) program. Successful candidates will have a genuine aspiration to represent IU, possess a passion for serving others, a positive attitude, and have the desire to be a positive role model. Conditions of employment, key responsibilities, and compensation are outlined in the description below.

Application Deadline: Monday, January 23, 2017 by 12 p.m. (noon)
U495 Class: Monday, March 6 – May 1 from 6-8 p.m.
Employment Period: Early May – August 31, 2017

Conditions of Employment | To be eligible to serve as an Orientation Leader, you must:
• have completed at least two (2) semesters at IU Bloomington prior to June 1, 2017;
• 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 2017), 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 discussions/presentations for incoming students and guests;
• introducing students to the opportunities available at IU and in Bloomington;
• effectively utilizing and sharing previous and newly gained knowledge of IU resources/services; and
• working collaboratively with all members of the Orientation Team.

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:
  ○ hourly pay-rate equivalent to $10.15/hour (adjusted when on-campus housing is provided);
  ○ a room in university housing during summer NSO and training;
  ○ nominal allowance credited to your CampusAccess account for miscellaneous meal or other expenditures;
  ○ orientation/NSO apparel and uniform necessities;
  ○ 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.
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**The Selection Process**

1. **Completed Individual Application** submitted no later than 12 p.m. (noon) on Monday, January 23, 2017.
2. **Phase I (Group) Interview** will last up to three (3) hours and allow us to get to know you better through a variety of activities.
3. **Phase II (Individual) Interview** will be scheduled by candidates selected to continue 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:

**Spring 2017**
- Mondays, March 6-May 1 (2nd 8-weeks): U495: Peer Mentoring & Leadership in Orientation Course (6-8 p.m.)*
- March 4: 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 2017 (Tentative)**
- May 24: Move in to Orientation summer housing
- May 24 – June 6: OTeam Training (including nights & weekends)
- June 7 – July 18: New Student Orientation (including most nights & some weekends)**
- July 19: Program Evaluation & OTeam Banquet Celebration
- July 20: 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 U495 training class.**

**August 2017***
- August 16 – 22: Welcome Week and IU Guides (anticipated total of 2-6 hours)
***Preference will be given to candidates that are able and willing to work a minimum of 20 hours during August New Student Orientation (August 1-15).***

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Have additional questions?
Contact the Office of First Year Experience Programs
Hiring Supervisors: Lily Oyarzun, Assistant Director and Jessa Trimble, Associate Director
Phone: (812) 855.HELP (4357) | Email: fye@indiana.edu | Web: fye.indiana.edu

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*Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the university. In this regard, Indiana University will recruit, hire, promote, educate and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based upon arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation and status as a veteran.*