OFFICE OF FIRST YEAR EXPERIENCE PROGRAMS
2016 PROGRAM LEADER (PL) POSITION DESCRIPTION

The Program Leader position is part of the OTeam - a diverse group of IU students who work collaboratively to assist with the preparations and implementation of Indiana University’s New Student Orientation program: welcoming, orienting and educating new students and their parents/family through this transition. Successful candidates are dependable and have a genuine desire to represent IU, a strong work ethic, a positive attitude, and a willingness to learn. Communicating effectively with clients and colleagues, maintaining professionalism at all times, and serving the goals of IU, NSO and First Year Experience (FYE) Programs are other indicators for success. Those selected for the PL position will also be eligible for other leadership opportunities within FYE such as IUBeginnings Leaders, International Student Orientation staff, and Welcome Week Assistants. Conditions of employment, key responsibilities and compensation are outlined in the description below.

Application Deadline: Monday, January 25, 2016 by 11:59 a.m.
Dates of Employment: Early March – Mid-August 2016
Applicant Availability: Schedule varies between 7:00 a.m. and 11:00 p.m.
Spring semester hours average 2-4 hours per week for training. Summer hours average 30-35 hours per week; PLs must be available, minimally, 8:00 am-2:00 pm during NSO program.

CONDITIONS OF EMPLOYMENT | To be eligible to serve as a Program Leader, you must:
• have completed at least two (2) semesters at IU Bloomington prior to June 1, 2016
• possess the desire to grow and learn throughout the PL experience;
• maintain a minimum cumulative GPA of 2.3;
• be in good disciplinary standing with the university;
• not actively work another job or take summer classes between the hours of 8:00 a.m. and 2:00 p.m. Monday through Friday; and
• be able to handle high levels of responsibility, be highly motivated, and serve as a role model.

SKILL DEVELOPMENT | By serving as a Program Leader, you can expect to gain skills in the following areas:
• leadership, teamwork and individual/group communication;
• knowledge of IU resources and services;
• public speaking, facilitation, goal setting; and
• customer service and professionalism.

EXPECTATIONS | As a Program Leader, you will be expected to:
• demonstrate enthusiasm and passion for Indiana University;
• communicate effectively with a wide range of people;
• develop a confident, expansive knowledge of Indiana University and New Student Orientation;
• utilize a variety of office equipment to accomplish tasks;
• perform all responsibilities in a punctual, reliable and conscientious manner;
• exercise mature judgment, good humor, flexibility and patience;
• assist students and family members in a variety of ways with patience, concern and openness;
• approach challenging situations with resilience and professionalism;
• attend team meetings as scheduled, and attend all training sessions; and
• be a positive member of the Orientation Team and role model for incoming students.

RESPONSIBILITIES | As a Program Leader, you will be responsible for:
• utilizing knowledge of IU resources and providing excellent customer service when responding to questions from parents, students, and members of the IU community;
• working collaboratively with other professional and student staff members;
• coordinating the daily check-in process for 18,000 students and guests throughout New Student Orientation;
• preparing mailing packets, information folders, and other program materials;
• utilizing various computer applications and online systems;
• creating an open and welcoming campus environment for new students and their families; and
• performing additional responsibilities related to NSO and FYE Programs as assigned.
THE SELECTION PROCESS  | The selection process for Program Leaders will take place in two parts:
- Phase I (group) Interview; and
- Phase II (individual) Interview.

Your completed application should be submitted using the online application process no later than 11:59 p.m. Monday, January 25, 2016. Every application that we receive will be evaluated. Applicants meeting the outlined “Conditions for Employment” will be invited to participate in a Phase I Interview experience, scheduled for Friday, January 29th or Saturday, January 30th, 2016. The Phase I Interview will last up to three (3) hours and is our opportunity to get to know you better through a variety of individual and group activities.

Candidates who are selected to continue on in the process will be invited to schedule a Phase II individual interview with NSO staff from the Office of First Year Experience Programs.

Hiring decisions and announcements will take place during the week of February 22, 2016.

IMPORTANT DATES & DETAILS  | As a Program Leader, you must be available for the following dates:

Spring 2016
- February-May TBD: Various dates for training sessions and team meetings
- March 4-5: Orientation Team Spring Retreat
- April 2: Program Leader Retreat

Summer 2016 (Tentative)
- May 9 – June 7: Program Preparation and OTeam Training
- June 8 – July 19: New Student Orientation Program (including some nights & weekends)*
- July 20 – July 21: OTeam Banquet and Program Wrap-Up

*Day to day PL schedules vary and will occasionally include late evening responsibilities as well as our two Sunday program dates. A full calendar will be provided during the training process.

August 2016*
- August 17-21: Welcome Week
- August 27-28: IU Guides

*Program Leaders who return to campus for the fall semester will be scheduled to work at least one shift during Welcome Week or IU Guides.

COMPENSATION  | As a Program Leader, you will receive the following:
- Quality, well-rounded leadership experience;
- $9.00/hour;
- New Student Orientation attire; and
- Internship Credit may be available depending on your major/program of study.

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

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.