OFFICE OF FIRST YEAR EXPERIENCE PROGRAMS
2015 RETURNING ORIENTATION LEADER (ROL) POSITION DESCRIPTION

The Returning Orientation Leader (ROL) position is an opportunity to return to the Orientation Leader staff, to offer support to the Leadership Team, and to share previous experiences with new Orientation Leaders. A successful candidate will be able to seek out new challenges and demonstrate a continued commitment to serving new students, their parents, and guests. Conditions of employment, key responsibilities and compensation are outlined in the position description below.

Application Deadline: Monday, January 26, 2015 by 12 p.m.
U495 Class: Monday, March 9 – May 4 from 5:30-7:30pm
Employment Period: Early May – Mid-August 2015

CONDITIONS OF EMPLOYMENT | To be eligible to serve as a Returning Orientation Leader, you must:

- have previous experience as an Orientation Leader;
- possess the desire to grow and learn throughout a new and different OL experience;
- maintain a minimum cumulative GPA of 2.3;
- successfully complete U495: Peer Mentoring & Leadership in Orientation during Spring 2015;
- be in good disciplinary standing with the university;
- reside in university housing during summer training and Summer New Student Orientation Programs;
- not enroll in any classes between May 26 and July 23, 2015;
- not actively work for another job that conflicts with the responsibilities outlined in this description; and
- be able to handle high levels of responsibility, be highly motivated, and serve as a role model.

SKILL DEVELOPMENT | As a result of serving as an ROL, you can expect to gain skills in the following areas:

- leadership, teamwork and individual/group communication;
- public speaking and facilitation;
- goal setting; and
- conflict management and peer mentoring;

EXPECTATIONS | As a Returning Orientation Leader, you will be expected to:

- demonstrate enthusiasm for and extensive knowledge of Indiana University Bloomington;
- communicate effectively with wide range of people;
- 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;
- serve as a role model who respects and celebrates the diverse array of cultures at IU;
- act with integrity, behave ethically, and display appropriate behavior and decision making
- approach challenging situations with resilience and professionalism;
- observe all residence center, Indiana University and NSO policies; and
- commit to selfless service of the incoming student body and the goals of New Student Orientation.

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

- serving as a positive role model at all times for incoming students and other OTeam members;
- assist in the presentation of Orientation Team training sessions as appropriate;
- actively participating in all Orientation Team retreats, training sessions, and reflection activities;
- creating an open and welcoming campus environment for new students and their families;
- facilitating discussions/presentations for groups of incoming students and their families;
- introducing students to the opportunities available to them at IU and in Bloomington;
- providing excellent customer service to students, families, and members of the IU community;
- effectively utilizing previous and newly gained knowledge of IU resources/services;
- working collaboratively with all members of the Orientation Team; and
- assuming additional responsibilities related to NSO Programs as assigned by the Directors.
**The Selection Process** | The selection process for ROLs will take place in two parts:

Your completed application should be submitted using the online application process no later than 12 p.m. Monday, January 26, 2015. Every application that we receive will be evaluated. Returning Orientation Leader candidates will not be required to participate in a Phase I (group) Interview.

Candidates meeting all the “Conditions of Employment” will schedule a Phase II (individual) Interview the week of February 9, 2015. The Individual Interview will be approximately one (1) hour long and will be with two (2) staff members from the Office of First Year Experience Programs.

As a part of the final decision, an evaluation of your previous performance with the Office of First Year Experience Programs will be considered.

Final notification will take place during the week beginning Monday, February 23, 2015.

**Important Dates & Details** | As a ROL, you must be available for the following dates:

**Spring 2015**
- Mondays, March 9-May 4: U495: Peer Mentoring & Leadership in Orientation (5:30-7:30pm)
- March 6-7: Orientation Team Spring Retreat
- May 4-8: Required staff meeting(s) (dates/times TBD based on availability)

**Summer 2015**
- May 26: Move in to Orientation Housing
- May 26-June 9: Orientation Leader Training (including nights & weekends)
- June 10-July 21: New Student Orientation (including most nights & some weekends*)
- July 22: Program Evaluation, & OTeam Banquet Celebration
- July 23: Move out of Orientation Housing

*Orientation Leader work schedules will include evening responsibilities on program days that could go as late as midnight. There are also two Sunday programs throughout the summer. There will be no NSO programs on Friday, July 3 or Saturday, July 4, 2015. A full calendar will be provided at the U495 training class.

**August 2015**
- August 19-23: Welcome Week
- August 24-25: IU Guides

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

**Compensation** | As a Returning Orientation Leader, you will receive the following:

- Quality, well-rounded experience as a leader and peer mentor;
- Remuneration package including:
  - A room in university housing and a meal allowance during New Student Orientation (approximate value of $1,600);
  - Hourly Wage of $7.75; and
  - New Student Orientation gear and attire;
- 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: Brian Morin, Assistant Director
Phone: (812) 855-4357 | Email: fye@indiana.edu | Web: fye.indiana.edu

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