



## FIRST YEAR EXPERIENCE PROGRAMS

# 2023 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 2023 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, January 23 by noon  
**U495 Class:** Monday, March 6–Friday, May 5  
**Employment Period:** Early April–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;
- public speaking, facilitation, goal setting; and conflict management.



## **COMPENSATION** | OLs receive the following:

- Total remuneration package approximately \$3,500 (dependent upon total hours worked prior to, during, and after NSO) includes:
  - hourly pay-rate starting at \$11.15
  - a room in university housing during summer NSO and training (approximate \$1,015 value)
  - nominal allowance credited to your CrimsonCard;
  - 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.

## **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, 2023;
- 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 2023, Mondays 6–8 p.m.), note: only selected OLs will be able to enroll for the course;
- not enroll in any summer courses; and
- not have significant outside summer time commitments (employment, internship, volunteer positions).

## **THE SELECTION PROCESS** | The selection process for OLs includes two components:

1. **Completed application** submitted by noon on Monday, January 23.
2. **In-Person OL Interviews:** Group activities and individual interviews for eligible applicants on January 27 or 28.

## **IMPORTANT DATES & DETAILS** | OLs must be available for the following dates:

### SPRING 2023

- Mondays, March 6–May 5: U495: Peer Mentoring & Leadership in Orientation Course (second 8–weeks from 6–8 p.m.)
- April 1: OL Retreat
- April 25–May 1 (one day within date range): Required staff meeting (based on availability)

### SUMMER 2023 (subject to change)

- May 22: OLs move in to orientation summer housing in Union Street Center
- May 22–June 5: OTeam Training and program preparations
- June 6–July 22: New Student Orientation Program
- July 21: Program wrap up responsibilities & closing activities
- July 22 or 23: OLs move out of orientation summer housing

*\*Day-to-day OL schedules vary during training and program dates, and will often involve evening responsibilities as well as two Sunday program dates. Memorial Day, Juneteenth, and Independence day are university holidays, with no NSO program. Staff will have time off around those holidays. In addition, schedules will be adjusted during IU's virtual NSO dates (June 20-23) and staff may work remotely (within the US) during that time.*

### AUGUST 2023

- August 8–15: August NSO (based on availability)
- August 16–23: Welcome Week and IU Guides (anticipated total of 3–6 hours)

**Questions? Contact:** Lyndsey Bradley or Chase Wilson, [orient@iu.edu](mailto:orient@iu.edu)

### **Office of First Year Experience Programs (FYE)**

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