2022 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 2022 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 31 by noon
U495 Class: Monday, March 7–Friday, May 6
Employment Period: Early May–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:
- remuneration package approximately $3,500 (dependent upon total hours worked prior to, during, and after NSO) and including:
  - hourly pay-rate: $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, 2022;
- 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 2021, 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 three components:
2. Phase I group meeting for eligible applicants on February 3 or 4.
3. Phase II individual interview will be scheduled for select candidates and will be up to one (1) hour long between February 7 and February 16.

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

SPRING 2022
- Mondays, March 7–May 6: U495: Peer Mentoring & Leadership in Orientation Course (second 8–weeks from 6–8 p.m.)
- April 25–May 1 (one day from within date range): Required staff meeting (based on availability)

SUMMER 2022 (subject to change)
- May 23: Move in to orientation summer housing
- May 23–June 6: OTeam Training (including nights & weekends)
- June 7–July 21: New Student Orientation (including most nights & some weekends)*
- July 22: Program wrap up responsibilities & closing activities
- July 23: 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. There will a break June 18–20 and July 1-5. NSO programs on June 21-24 will be virtual and staff may work remotely in the continental United States that week.

AUGUST 2022
- August 10–16: August NSO (based on availability)
- August 17–24: Welcome Week and IU Guides (anticipated total of 3–6 hours)

Questions? Contact: Chase Wilson, Assistant Director, orient@iu.edu

Office of First Year Experience Programs (FYE)
Eigenmann 219, 1900 E Tenth Street, Bloomington, IN, 47408
Phone: 812-855-4357