



## First-Year Experience

# 2023 New Student Orientation Leader (OL) Position

In support of the CSB and SJU First-Year Experience, Orientation Leaders (OL) work with the Orientation Coordinators and staff of the Student Leadership and Engagement department to implement the New Student Orientation program in the fall. The primary role of an OL is to provide guidance to first-year and transfer students and facilitate Orientation activities. Orientation Leaders will develop meaningful relationships with others, gain practical experience in successfully carrying out a wide range of responsibilities, and further develop their own leadership skills and abilities.

### THIS POSITION IS A MULTI-FACETED ONE, REQUIRING SKILLS AND FLEXIBILITY IN:

- **Time Management & Organization:** adhering to the Orientation schedule; showing up on time for activities and trainings; ability to follow directions and stay on task; adjusting accordingly to changes in schedule; completing online training activities and outreaches to first-year students by established deadlines.
- **Communication:** sharing information and concerns with Student Leadership and Engagement staff in a timely manner; maintaining confidentiality with student information; facilitating small group discussions around Orientation topics; and excellent listening skills.
- **Relationship Building:** respecting and celebrating the differences of group members; creating an inclusive environment for all new students; encouraging interactions within the small group; facilitating social connections; forming effective relationship with co-leader, Orientation Coordinators and Student Leadership and Engagement staff.
- **Knowledge of CSB/SJU & Information Sharing:** sharing knowledge of resources and events as they relate to the first-year students including policies, procedures, campus departments and offices, and opportunities for involvement; assisting new students and families during Move-In Day; promoting full participation in the Orientation activities to new first-year and transfer students.
- **Critical Thinking & Problem Solving:** identifying problems or concerns and taking steps to address and/or report the issue; formulating and evaluating possible solutions to problems, with or without guidance from supervisor and/or teammates; working through stressful situations and handling them appropriately; responding to unclear or ambiguous situations or directions.

- **Teamwork & Leadership:** collaborating with Co-Leader, Student Leadership and Engagement staff, and other institutional partners, to reach a shared vision and goal; mediating and addressing conflict; fostering cohesion among group members; serving as a representative of CSB and SJU; attending all trainings and workshops as required by Student Leadership and Engagement & First-Year Experience; assisting with the Move-In Day processes including carrying large and bulky items to residence hall rooms.

**OTHER REQUIREMENTS:**

- Must be a full-time undergraduate CSB or SJU student for Fall 2023
- Must be present for the **entirety** of Orientation Leader Training in the fall and the New Student Orientation Program. The orientation leader position begins on Sunday, August 20 and concludes on Sunday, August 27 at 7:00pm.
- Must have a 2.5 minimum cumulative GPA and be in good academic standing.
- Commitment to abide by all university policies and procedures. Orientation is a substance free event. Orientation Leaders are required to sign a contract promising to refrain from the use of alcohol (regardless of age) and illegal substances from Monday, August 20, 2023 through Sunday, August 27, 2023.
- Must be in good disciplinary standing at the time of selection and throughout their work with the New Student Orientation Program. Any previously assigned conduct sanctions must be completed by the time of the interview process.

**ADDITIONAL REQUISITES:**

Students holding any of the following leadership positions on campus are not eligible to serve as Orientation Leaders due to significant conflicts with OL training and the orientation schedule.

- Multicultural Center employees
- Bonner Leader program
- CSB Residential Life RA or CA
- SJU Residential Life RA

**INTERVIEW PROCESS:**

All Orientation Leader candidates (new and returning) will participate in an interview with a staff member in late March 2023. Candidates hired outside of the spring hiring dates may be asked to complete an interview or other assignments.

**MANDATORY TIME COMMITMENTS AND SUMMER WORK:**

All students selected to be Orientation Leaders are required to attend the following training events:

<b>Spring 2023 Training</b>	Thursday, April 20: 5:30 – 7:30pm Orientation Leader/Peer Mentor Training (5:30 – 7:30pm) Dinner provided
<b>August 2023 Training</b>	Sunday, August 20 <ul style="list-style-type: none"> <li>• OL and PM move-in day</li> <li>• Welcome Dinner and Training (5:30pm – 7:30pm)</li> </ul> Monday, August 21 <ul style="list-style-type: none"> <li>• OL and PM Training (All Day)</li> </ul>

	<p>Tuesday, August 22</p> <ul style="list-style-type: none"> <li>• OL and PM Training (All Day)</li> </ul> <p>Wednesday, August 23</p> <ul style="list-style-type: none"> <li>• OL and PM Training (All Day)</li> <li>• Community Leaders Picnic and Celebration (5:00 – 6:30pm)</li> </ul>
<b>New Student Orientation 2023</b>	<p>Thursday, August 24</p> <ul style="list-style-type: none"> <li>• Assist with new student Move-In Day (8:00am – 1:00pm)</li> </ul> <p>Thursday, August 24 – Sunday, August 27</p> <ul style="list-style-type: none"> <li>• Assist with New Student Orientation</li> </ul>

**FINAL IMPORTANT INFORMATION:**

- Orientation is a full-time commitment for the week of August 21-27, 2023. You may not work other jobs or have other commitments during this time. The orientation leader position begins on Sunday, August 20 and concludes on Sunday, August 27 at 7:00pm.
- During the summer months, Orientation Leaders will complete an online training course through Canvas. These modules are a required part of training and are not meant to be burdensome.
- OLs will also complete up to three outreaches to their group members over the summer. At least one of these contacts will be a one-on-one interaction via a phone call or Zoom. Other communication will be completed via email or text.
- Following the New Student Orientation program, Orientation Leaders are expected to have at least one group outreach and interaction before September 30, 2023.

**COMPENSATION:**

All Orientation Leaders are eligible to receive up to a \$550 stipend upon successful completion of all duties and responsibilities. OLs will receive a \$500 stipend following New Student Orientation. The remaining \$50 will be awarded upon completion of the final group outreach prior to the end of September. All meals during training and New Student Orientation will be covered or provided by Student Leadership and Engagement. OLs will also receive two t-shirts to be worn through the entirety of the New Student Orientation Program.

**TO APPLY: [2023 Orientation Leader/Peer Mentor Application \(https://www.csbsju.edu/forms/VS3PJC9A6N\)](https://www.csbsju.edu/forms/VS3PJC9A6N)**

For questions regarding the Orientation Leader position, please contact Jody Terhaar, CSB Dean of Students at [jterhaar@csbsju.edu](mailto:jterhaar@csbsju.edu).

For questions regarding the Peer Mentor position, please contact Karyl Daughters, Interim Dean of Curriculum and Assessment at [kdaughters@csbsju.edu](mailto:kdaughters@csbsju.edu).