

## Orientation Leader Job Description

### Term of Commitment

- You will begin employment on June 7, 2015 and your term will conclude at the conclusion of the Fall 2015 semester.

### Qualifications

- Must be a currently registered, full-time Pace undergraduate student returning for the Fall 2015 semester
- Maintain at least a 2.5 GPA at the time of application (Feb 2015) with at least 30 credits completed by the end of the spring semester.
- Good judicial standing with no current judicial sanctions at the time of application deadline (Feb 2015)
- Available to attend all orientation sessions/trainings including spring training, summer training, sessions, opening weekend, week of welcome, and assigned events for the fall 2014 calendar.
- Will remain in residence in the specific facilities provided throughout the duration of your commitment.
- Will not accept additional employment or classes of any kind throughout the duration of your commitment.
- Ability to work as a team member and independently
- Ability to speak publicly; both for small and large sized groups
- Demonstrate strong communication when interacting with diverse groups of students, families, and their guests
- Exercise open mindedness and be willing to step outside of comfort zone
- Demonstrate flexibility, responsibility and willingness to assist others

### Expectations

- Attend and actively participate in all training sessions and training trips
- Supervise and participate in all evening activities while living among new students attending Orientation sessions
- Serve as a positive representative of the University to new students and their families
- Facilitate new students' introduction to the University by maintaining an open, helpful attitude, using effective communication techniques, and creating intentional connections with both students and families
- Promote interaction among new students during small group discussions, icebreakers, meals, and evening activities while involving yourself directly in all orientation activities with students
- Answer student and family questions about a variety of aspects of University life in a positive, professional manner
- Serve as the main point of contact for orientation students in your assigned groups and extend support to other orientation groups
- Work closely and cooperate with other Orientation Leaders and Orientation Staff to develop, prepare, implement, and evaluate the Orientation programs

- Work with SDCA professional staff to assist with and support other aspects outside of Orientation, including (but not limited to) Move-in day, Week of Welcome, 50/50 Events, Homecoming, Open Houses, and other common experiences as identified by professional SDCA staff
- Provide administrative support for the program, including preparation of Orientation materials and residence facilities
- Orientation Leaders must also continue their relationship with groups throughout the course of the 2015-2016 academic year through programs and activities

## Compensation

- Free housing: see below for specific information regarding on campus housing
- \$1900 stipend if you work all five weeks. For four weeks you will receive a \$1520 stipend.
- Pace & Orientation clothing (OL jackets, polo shirts, custom orientation t-shirts, bags unique only to orientation staff)
- Trips and activities provided during summer training and orientation sessions
- Most meals on your own—select meals offered during OL training (June) and small gift card to compensate for some personal meals. All meals provided during each Orientation Session.

## On Campus Housing

Housing dates **HAVE NOT** been confirmed with Residence Life as their building schedules have not been released. Housing dates will be confirmed in the decision letters once the hiring decisions have been made. Typically, the move-in date for staff will be the day before training begins. You will be expected to move out of residence by the Wednesday following the conclusion of the last July session. Any housing arrangements outside of June training and July sessions will need to be pre-approved **on your own** through Residence Life **before the summer begins**. Some requests may not be possible.

## First Year Student Orientation Sessions

- First session will be Thursday, July 9– Friday, July 10, 2015
- Second session will be Thursday, July 16– Friday, July 17, 2015
- Third session will be Thursday, July 23– Friday, 24, 2015
- Fourth session will be Thursday, July 30– Friday, July 31, 2015
- Fifth Session will be Thursday, August 27– Friday, August 28, 2015\*

\* This session serves first year students, transfers, and international students (a “catch-all” session). This session is not open to the public until we have closed the July sessions. You can apply to just be an orientation leader for this session. Also you can apply to be an orientation leader and work all session expect week five.