

# Orientation Leader (Spring-Summer 2021)

Hourly Rate - \$9.00

## Job Description:

Orientation Leaders provide incoming students and family members with an enthusiastic, positive, energetic, and welcoming experience to our newest Warriors. A smooth transition is essential for incoming students and Orientation Leaders play a key role in this process. Strong knowledge, support, and familiarity with University mission, programs, services, and activities required.

Orientation Leaders are the University's peer contacts for incoming students and families prior to their arrival in August. Your role is to facilitate students' and families' adjustment to ESU and provide them with your knowledge, perspective, and insights about the University. Accepting this position carries an obligation to live in accordance with, uphold, and interpret all University policies and regulations. As a member of the New Student Programs staff, you are required to work cooperatively with all University personnel, including students, faculty, and staff. You are also expected to work independently and as small teams throughout the summer months to create and maintain connections with incoming students, virtually, or by text/phone.

Extra effort, tolerance, and understanding may be required when working with individuals whose perspectives differ from your own. You will be a representative of ESU and your individual and social behavior must be above reproach at all times. Orientation Leaders will report to the Dean of Student Life.

## Requirements and Qualifications:

- Must be available from February through August for trainings, Accepted Student Reception(s), student connections, and Orientation sessions, including online or virtual sessions.
- Maintain a clean, appropriate space for virtual or online interaction with incoming students, as well as staff.
- Available to work independently from home during assigned times, as well as, unsupervised student connections times from May through August
- Must be a current ESU student in good academic and social standing. This includes no open student conduct investigation and/or any current status of probation or above. Minimum GPA for this position is a 2.7 as of January 18, 2021.
- Must be able to work virtually through online modalities including: Zoom, Instagram, Facebook, and other web-based formats.
- Must be familiar with and comfortable navigating the ESU website, D2L, and University related web-based materials
- Training attendance is required at all regular, pre-scheduled training sessions.
- Must be willing to live within a commutable distance or on-campus if physical Orientation sessions are scheduled. Housing and meals will be provided if physical sessions are scheduled.
- Strong written and oral communication skills.

## Additional information:

Orientation Leaders will be paid for all training sessions, Orientation sessions, Accepted Student Reception(s), and to maintain contact with new students throughout the summer. All dates will be communicated to selected Orientation Leaders by February 12. Beginning June 1 and ending with the beginning of Warrior Induction Weekend, Orientation Leaders are expected to maintain five hours of documented connection sessions. Orientation Leaders will work independently and as a group to create stimulating connections pieces for incoming students throughout this time frame leading up to the start of school.