



BEGINNING THE JOURNEY

COLLEGE OF SAINT BENEDICT | SAINT JOHN'S UNIVERSITY

▶ 2021 New Student Orientation Leader Position ◀

New student Orientation Leaders (OL) will work with the Orientation Coordinators and staff of the Student Activities 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 competence to carry out duties successfully and develop an understanding of their personal leadership development.

Reports To:

Lacey Solheid | Associate Director of Programming & Orientation | lsolheid001@csbsju.edu

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 Activities 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 Activities 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 & offices, and opportunities for involvement; assisting new students and families during move in day; promoting full participation in the Orientation activities to the first year 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 and Student Activities staff to reach a shared vision & goal; mediating and addressing conflict; fostering cohesion amongst group members; serving as a representative of CSB/SJU; attending all trainings and workshops as required by the Student Activities office; assisting with the Move-In Day processes including carrying large and bulky items to residence hall rooms.



Other Requirements:

- ▶ Must be full-time undergraduate CSB/SJU student for Fall 2020
- ▶ Must be present for the **entirety** of OL Training in the Fall and the Orientation program. See below dates.
- ▶ Must have a 2.5 minimum GPA and be in good academic standing with the institutions and cannot be on academic probation.
- ▶ Commitment to abide by all university policies and procedures. Orientation is an alcohol and (illegal) substance free event. The orientation team is required to sign a contract promising to remain alcohol and substance free from Monday August 23, 2020 through Sunday August 29, 2020.
- ▶ Must be in good disciplinary standing at the time of their selection and throughout their work with the New Student and Transfer Student Orientation Programs. Any previously assigned conduct sanctions must be completed by the time of the interview process.

Candidates cannot hold the following positions on campus due to significant conflicts with the OL Training and Orientation Schedule:

- ▶ International & Intercultural Student Services Student Employees
- ▶ Bonner Leader Program
- ▶ CSB Residential Life RA or CA, SJU Residential Life RA

Interview Process:

New Orientation Leader candidates will participate in a two-part Virtual Hiring Process in March 2021. This will include virtual group interviews and an individual virtual interview. Candidates hired outside of our spring hiring dates may be asked to interview or complete individual take-home assignments

Mandatory Time Commitments & Summer Work

All students selected to be OLs are required to attend our Orientation Leader Virtual Orientation on April 28 from 4:30-5:30pm and our Student Leader Spring Speaker during the first week of May.

OLs will be expected to commit to the following dates:

- ▶ Orientation Leader Training on August 23-25, 2020 (expect for days to be approximately 9am-4pm)
- ▶ New Student Orientation Program from August 26-29, 2020
- ▶ Convocation on August 30

Orientation is a full-time commitment for the week of August 23-30, 2020. You may not work other jobs or have other commitments during these times.

During the summer months, Orientation Leaders will complete an online training course through Canvas. These modules are a required part of training but are not meant to be burdensome. If OLs do not complete the training over the summer, the stipend award may be lowered. OLs will also conduct up to three outreaches to their group members over the summer. Students will need to make contact at least once to each student in their group over the phone. Other communication can be conducted via text and/or email. Following Orientation, OLs will be asked to follow up with each of their group members in September.

Compensation:

All Orientation Leaders are eligible to receive at \$550 stipend upon successfully completing all duties and responsibilities. OLs will be given a \$500 stipend following New Student Orientation. The remaining \$50 will be awarded upon completion of the final group outreach at the end of September. All meals during training and New Student Orientation will be covered or provided by the SALD office. OLs will also receive two shirts to be worn throughout all of the New Student Orientation program.

