Orientation Leader Position Description and Expectations

The Office of Student Activities and Engagement (SAE) is selecting 30 Orientation Leaders (OLs) to represent the University of Mary Washington for New Student Orientation and Welcome Week. This selective, paid position will serve UMW by helping welcome incoming students and family members to campus. OLs serve as mentors through the summer and into the fall semester by serving as a resource and helping students adjust to college life. All freshmen students will attend fall semester freshmen seminars, in which OLs will offer support by engaging students outside of the classroom through activities and possible programming.

Requirements
Must not study abroad during your employment: January 2015 through January 2016.
Must participate in activities during the following dates:

*Wednesday Weekly Training*
January 14, 4-6pm
January 21, 4-6pm
January 28, 4-6pm
February 4, 4-6pm
February 11, 4-6pm
February 18, 4-6pm
February 25, 4-6pm
Spring Break
March 11, 4-6pm
March 18, 4-6pm
March 25, 4-6pm
April 1, 4-6pm
April 8, 4-6pm
April 15, 4-6pm
April 22, 4-6pm

*Freshmen and Transfer Orientation Commitment*
June 16, One-Day Transfer Session
June 17-26, Overnight New Student Sessions
July 17, One-Day Transfer Session (volunteer based)
August 19, One-Day Transfer Session
August 20, One-Day FINAL Session

*New Student Arrival and Welcome Commitment*
August 21-23

*Additional Commitment*
• A weekly one-hour meeting for all OCs during the Spring Semester
• Must abide by state and university policies
• Must sign and abide by the rules of a behavior contract
• Must be in good academic and judicial standing at the time of application through the end of the position commitment
• Cannot have outside employment during summer training and Orientation sessions
• We do NOT recommend that you take summer classes because the dates of Orientation straddle both the final examinations of the first 5 week term and the first week of classes in the second 5 week term.

Expectations
• Be a role model for incoming students during the summer Orientation program, fall Welcome Week program, and as a peer mentor engaging them in their freshmen seminar.
• Represent the University of Mary Washington and SAE as it relates to the Community Values
• Be professional, dependable, responsible, energetic, and punctual

Benefits
• Orientation Leaders receive a stipend of $1,250 (before taxes) after the completion of duties
• On-campus housing during summer training and Orientation sessions
• Meals provided during summer training and Orientation sessions
• Receive staff t-shirts, water bottle, and other Orientation items
• Receive a unique student leadership opportunity

Application/Interviews:
There will be two separate application processes: one for returners and one for new applicants.

For new applicants:
• Applications will be posted on OrgSync and our website: orientation.umw.edu by Wednesday, October 22, 2014 and will remain open until Monday November 3, 2014.
• If you are selected there will be two rounds of interviews. The first interview will be a group interview on Wednesday, November 12 from 4pm-6pm. Following a positive group interview; you will then be asked to sign up for an Individual Interview time slot during the week of November 17-21.

For returning applicants:
• Applications will be posted on OrgSync and our website: orientation.umw.edu by Friday, October 17, 2014 and will remain open until Friday, October 24, 2014.
• If your application is selected you will be contacted to sign up for an Individual Interview time slot.

More Information
• Information sessions regarding this position will be hosted October 20-24, 2014.
  October 20 - Link 301, 3 p.m.
  October 21 - Lee 412, 3 p.m.
  October 22 - Link 301, 4 p.m.
  October 23 - Lee 412, 11 a.m.
• If you have any further questions about the position please direct them to ebradley@umw.edu or call 540-654-1444