2019 Orientation Leader Position Description
Office of Student Success Programs

Brief Position Description:

Orientation Leaders (OLs) will serve as leaders, mentors, and administrative assistants during summer orientation sessions. Team members will build relationships with incoming students and their families, provide exemplary customer service, and portray North Dakota State University (NDSU), its policies, agencies, services, and campus life in a professional and positive manner.

Supervisor:

OLs will be supervised by the Coordinator for New Student Programs.

Minimum Qualifications:

- OLs must be NDSU undergraduate students.
- OLs must attain and maintain a minimum cumulative GPA of 2.5.
- OLs must be registered as full-time students for Fall 2019.
- OLs must be in good behavioral standing.

Required Skills:

- Excellent communication, including public speaking
- Time management: being punctual and dependable
- Desire to be a leader and role-model, including on-campus, online and in the community
- Organization
- Attention to detail
- Ability to work both independently and in a team and work with diverse students, parents, faculty, and staff
- Ability to motivate self and create a positive orientation experience for new students and their guests

Preferred Characteristics:

- Passion for sharing the NDSU experience with others
- Knowledge of NDSU organizations and services
- Previous involvement in an NDSU organization or involvement with the campus community
- Leadership experience(s)

Responsibilities:

- Serve as an appropriate role model and mentor for new students
- Provide exemplary customer service
- Coordinate small group activities designed to be both educational and social
- Assist with orientation preparation, set up, loading and unloading of materials
- Represent NDSU in a positive and professional manner
- Required to provide services throughout the entirety of each orientation program (typically 7:15 am-5:30 pm)
- Other duties as assigned

Compensation & Benefits:

- Earn an hourly wage of $9.50.
- Earn one academic credit (EDUC 120 – Peer Education).
- On-campus housing may be available (OLs are not required to live on-campus).
- Leadership development and experience
Time Commitment:

OLs will complete one hour of leadership development and orientation training each week during spring semester in the form of EDUC 120 – Peer Education (1 credit). The meeting time for the course will be selected based upon the availability of the hired OL staff. OLs must be available for the EDUC 120 course, summer training, orientation preparation, and orientation sessions listed below.

**Important Note** – The total time commitment for OLs equals roughly four weeks of work. Due to the sporadic nature of the work, Student Success Programs is working closely with other NDSU departments to provide collaborative work opportunities that will provide an opportunity for consistent employment outside of the OL position. OLs will have the choice to have employment only as OLs, pair with a collaborative on-campus work opportunity, or may work an off-campus job on dates/times outside of the required dates listed below.

Required Dates (Non-negotiable):

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
<th>Time</th>
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<tbody>
<tr>
<td>Jan-May</td>
<td>EDUC 120 – Peer Education</td>
<td>TBA (one hour per week)</td>
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<tr>
<td>June 3-7</td>
<td>Training</td>
<td>8:00 a.m.-4:00 p.m.</td>
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<td>June 12</td>
<td>Orientation set up</td>
<td>Noon-4:00 p.m.</td>
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<td>June 13, 14</td>
<td>Orientation</td>
<td>7:15 a.m.-5:30 p.m.</td>
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<td>June 19</td>
<td>Orientation set up</td>
<td>Noon-4:00 p.m.</td>
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<td>June 20-21, 24-28</td>
<td>Orientation</td>
<td>7:15 a.m.-5:30 p.m.</td>
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<td>July 8</td>
<td>Orientation set up</td>
<td>Noon-4:00 p.m.</td>
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<tr>
<td>July 9-12</td>
<td>Orientation</td>
<td>7:15 a.m.-5:30 p.m.</td>
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<td>July 19</td>
<td>Visit Day</td>
<td>Full Day</td>
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<tr>
<td>July 30</td>
<td>Orientation set up</td>
<td>Noon-4:00 p.m.</td>
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<tr>
<td>July 31, Aug 1-2</td>
<td>Orientation</td>
<td>7:15 a.m.-5:30 p.m.</td>
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<td>Aug 5</td>
<td>Orientation Wrap Up</td>
<td>Noon-4:00 p.m.</td>
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<tr>
<td>Aug 9</td>
<td>Visit Day</td>
<td>Full Day</td>
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NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: Vice Provost, Title IX/ADA Coordinator, Old Main 201, 701-231-7708, ndsu.eoaa@ndsu.edu.