

Fall 2019 Orientation Leader – Job Description

Position Description: The primary role of an Orientation Leader (OL) is to provide support to first-year students and facilitate New Student Orientation activities. The minimum expectations and responsibilities for OL's include, but are not limited to:

Participate and assist with the organization, planning, and implementation of orientation.

These tasks may include:

- Assisting in check-in of students, parents, and guests as they arrive
- Eating meals with new students
- Conducting campus tours for parents and students
- Responding to student and parent questions
- Ensuring first-year student participation in orientation activities
- Conduct icebreakers and assist with the facilitation of orientation sessions

Qualifications:

- Good academic standing, with a preferred cumulative GPA of 2.75 or above.
- Good judicial standing with no outstanding judicial sanctions.
- Positive and enthusiastic about WVU Tech with outgoing disposition.
- Demonstrate the ability to be reliable, responsible, confident, and flexible.
- Demonstrate the ability to work and communicate effectively with a diverse group of team members, students, parents, and WVU Tech faculty and staff.
- Demonstrate a desire help others learn about WVU Tech and college life.

Expectations:

Attend and actively participate in training.

Work as a team with other OLs as well as WVU Tech staff and faculty.

Be available to attend all training sessions and New Student Move-in/Orientation. See list below.

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| - | Thursday | April 25 | OL Team Meeting |
| - | Tuesday | August 13 | Move-in/Staff Dinner |
| - | Wednesday | August 14 | Training |
| - | Thursday | August 15 | Training |
| - | Friday | August 16 | Training |
| - | Saturday | August 17 | Training |
| - | Sunday | August 18 | New Student Move-in/Orientation Kick-off |
| - | Monday | August 19 | New Student Orientation |
| - | Tuesday | August 20 | New Student Orientation |

Compensation:

- \$350 stipend
- Early move-in for OLs living on campus
- All meals during training
- WVU Tech gear
- Mentoring from professional student affairs staff
- Opportunity to develop interpersonal skills, abilities, and leadership experience for your resume

Positions Available: 25