



2020-21 Orientation Leader – Job Description

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

- 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 registration day and 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 an engaged member of the Orientation team.

Be available to attend all training sessions and at least one of the following programs. OLs may work more than one session.

- Summer: New Student Registration and Family Information Days (dates in April, May, June, July and August)
- Fall: New Student Orientation (August)
- Spring: New Student Orientation (January)

Compensation:

- \$10 per hour
- Early move-in for OLs living on campus (fall and spring semesters)
- 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