

## Orientation Leader Position Description Fall 2024

Orientation Leaders (OLs) aid new students in their transition to WVU Tech while helping families learn more about the University. OLs are important student leaders who ensure our new students feel welcomed and connected, provide resources, and promote our Golden Bear community during orientation programs. This is a paid position at a rate of \$10 per hour. OLs report to Orientation Coordinators and Associate Dean of Students.

### Responsibilities

- Welcome and acclimate new students and their families to campus
- Help prepare orientation materials and campus facilities
- Lead groups of students in orientation sessions and activities
- Engage with new students and encourage interaction among new students, returning students, faculty, and staff
- Share university resources and services available to WVU Tech Students
- Implement orientation events and the orientation schedule
- Represent WVU Tech in a positive manner and act as a role model to new students
- Other duties as assigned by Orientation Coordinators, Associate Dean of Students, or other Tech Student Life team members

### Requirements

- Be able to attend Orientation Leader training August 15-17, 2024
  - o Training starts Aug. 15 at 1pm
- Be able to participate in Orientation events August 17-20, 2024
- Be enrolled as a full-time student Fall 2024
- Minimum cumulative GPA of at least 2.25 from application through term of employment
- Strong desire to work with new, incoming student

### Orientation Leader Job Agreement

- I recognize the importance of the orientation program and agree to ensure our new students and families are my priority during our orientation periods.
- I agree to the terms listed in this position agreement.
- I agree to be a role model by upholding university policies.
- I understand that the failure to perform duties as described above will result in probation or termination

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OL Signature and Date

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Student Life Signature and Date

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OL Name

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Student Life Name