**2015 Orientation Leader Position Description**

**Student Orientation Advising and Registration & Opening Weekend**

Thank you for your interest in the Orientation Leader position for the 2015 Student Orientation, Advising & Registration (SOAR) and Opening Weekend programs. SOAR is a chance for new BGSU students and their guests to learn more about academic and student life at BGSU. Opening Weekend is an opportunity to help first-year students start their transition to BGSU successfully. As an Orientation Leader, you will be the first contact for students and guests as they arrive on campus and as you guide them through their SOAR experience. During Opening Weekend you will have an additional responsibility of training and supervising a select group of Opening Weekend Group Leaders.

Please carefully review the information provided below as you consider applying for the Orientation Leader position. We encourage you to contact Haley Young, hlyoung@bgsu.edu or Jessica Huddleston, huddlej@bgsu.edu, with any questions you may have about this leadership opportunity.

**Application Deadline** | 12:00pm (noon), Thursday November 6, 2014
**Group Interview Dates** | 6-9 pm Wednesday November 19, 6-9 pm Thursday November 20, or 6-9 pm Friday November 21
**Individual Interview Dates** | Monday December 1 – Friday December 5
**Final Notification** | Friday December 12, 2014

### Conditions of Employment
To be eligible to serve as an Orientation Leader:
- Applicants must be full-time undergraduate students through fall 2015
- Applicants must demonstrate academic proficiency with a minimum cumulative 2.5 GPA at the conclusion of fall 2014 and maintained through spring 2015
- Applicants must be in good disciplinary standing with the University
- Applicants cannot enroll in summer classes, unless the class is online and discussed with supervisor prior to enrolling
- Applicants must have additional employment for summer approved
- Applicants must enroll in UNIV 2010 (scheduled for the spring semester, Fridays 3:30-5:30pm)

### Qualifications
Orientation Leaders are expected to:
- Demonstrate strong leadership skills which include: ability to speak to large groups, ability to provide leadership to fellow peers, and strong interpersonal communication skills
- Demonstrate the ability to take initiative with staff duties and projects
- Demonstrate the ability to work effectively and positively in a team environment
- Possess a positive attitude throughout the SOAR Program and Opening Weekend
- Possess a strong desire to represent Bowling Green State University and be a positive role model for program participants
- Fulfill all other roles and responsibilities outlined in the Orientation Leader position description

### Skill Development
As a result of serving as an Orientation Leader, you can expect to gain skills in the following areas:
- Leadership, teamwork, and communication
- Personal and team goal setting and reflection
- Conflict management, peer mentoring, and motivating a team

### Selection Process
The selection process for Orientation Leaders will take place in three parts; an application review, a group interview, and an individual interview. After reviewing applications, applicants will be invited for a group interview conducted by Orientation Team Leaders. Next, select applicants will be offered an individual interview, conducted by Orientation staff and Orientation Team Leaders. The interview will last about a half hour. During this time, you will be asked a series of questions. Applicants will be given the opportunity to ask questions about the Orientation Leader position throughout both interview processes. As part of the final decision, a collective evaluation of your application and interviews will be considered.
Responsibilities | As an Orientation Leader, you will be responsible for:

1. Participating in UNIV2010, Training in Orientation:
   - Participate in the Orientation Team Retreat, scheduled for Saturday and Sunday, January 24th and 25th
   - Enroll and complete requirements for UNIV2010, Training in Orientation, scheduled for Fridays 3:30-5:30pm in the spring semester. This class is 2-credits but can be taken for no credit
   - Complete assignments in a timely manner
   - Assist with and participate in other duties as assigned

2. Assisting with Opening Weekend Group Leader recruitment, selection, and training:
   - Promote the Opening Weekend Group Leader position in classrooms and other student organization meetings
   - Assist with the implementation of Opening Weekend Group Leader Information Sessions
   - Assist in the planning and execution of Opening Weekend Group Leader interviews
   - Participate and facilitate Spring Training for Opening Weekend Group Leaders
   - Work to foster a sense of connectedness between supervised Opening Weekend Group Leaders

3. SOAR Daily Responsibilities
   - Perform daily placement schedule responsibilities assisting new students, parents, and guest during their orientation visit
   - Provide excellent customer service to students, families, and members of the BGSU community
   - Facilitate small group discussions related to academic and community expectations, student life issues, and participant’s questions
   - Remain in contact with established first year student groups throughout the summer by sending an email each week to the students who attended
   - Foster excitement and enthusiasm for BGSU and demonstrate school spirit and pride in the University to participants
   - Attend O-Team staff meetings
   - Familiarize self with emergency procedures and protocol as well as enact emergency plan if necessary
   - Assist with and participate in other duties as assigned

4. Participation in Opening Weekend:
   - Participate in August Orientation Leader Opening Weekend Training
   - Assist with the execution of August Opening Weekend Group Leader Opening Weekend Training
   - Facilitate training sessions for Opening Weekend Group Leaders during August Training
   - Assist with the implementation of Opening Weekend programs
   - Supervise a group of 10-14 Opening Weekend Group Leaders, serving as the main point of contact for your select Opening Weekend Group Leaders throughout the weekend
   - Participate in Opening Weekend activities
   - Assist with and participate in other duties as assigned

5. Participation in Fall Welcome:
   - Assist in promoting activities for Fall Welcome events
   - Assist with the volunteer staffing of Fall Welcome events
   - Assist with and participate in other duties as assigned

Compensation | As an Orientation Leader, you will receive the following:

- Quality, well-rounded experience as a student leader
- Orientation Leader gear, including polos and a bag
- Upon completion of UNIV2010, stipend of $1500; paid bi-monthly in the summer
- $60 meal card to use during Opening Weekend