2020 Orientation Leader Position Description
Student Orientation, Advising and Registration & Fall Welcome

Thank you for your interest in the Orientation Leader position for the 2020 Student Orientation, Advising & Registration (SOAR) and Fall Welcome programs. SOAR is a chance for new BGSU students, and their guests, to learn more about academic and student life at BGSU. Fall Welcome 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 Fall Welcome, you will have the additional responsibility of training and supervising a select group of Fall Welcome Leaders [FaWLs], formerly known as OWGLs.

Please carefully review the information provided below as you consider applying for the Orientation Leader position. We encourage you to contact Lawryn Fraley (lawrynf@bgsu.edu) or Megan Arnold (marnold@bgsu.edu) with any questions you may have about this leadership opportunity.

Application Deadline | Sunday, October 27th by 11:59 pm
Group Interview Dates | Tuesday November 12th, 6-9pm; Wednesday November 13th, 6-9pm; or Thursday November 14th; 6-9pm
Individual Interview Dates | Friday, November 15th – Tuesday, November 19th
Final Notification | Friday, November 22nd

Conditions of Employment | To be eligible to serve as an Orientation Leader:
• Applicants must be enrolled as undergraduate students through Fall 2020
• Applicants must demonstrate academic proficiency with a minimum cumulative 2.7 GPA, maintained through Spring 2020
• Applicants must be in good disciplinary standing with Bowling Green State University
• Applicants cannot enroll in summer classes, unless the class is online or held outside SOAR hours and discussed with professional staff prior to enrolling
• Applicants must have additional employment for summer approved by professional staff and job cannot be on-campus
• Applicants must participate in weekly OL training (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 Fall Welcome
• 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 | Takes place in three parts:
• Application review
• Group interview (3 hours) -- Conducted by Professional Staff, Orientation Team Leaders, and former Orientation Leaders
• Individual interview (30 minutes) -- Conducted by Professional Staff and Orientation Team Leaders

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 weekly OL training:
   - Participate in the Orientation Team Retreat, scheduled for Saturday, February 1st – Sunday, February 2nd, 2020
   - Enroll and complete requirements for weekly training, scheduled for Fridays 3:30-5:30pm in the spring semester, beginning on Friday, February 8th
   - Complete assignments in a timely manner
   - Assist with and participate in other duties as assigned

2. Assisting with Fall Welcome Leader (FaWL) recruitment, selection, and training:
   - Promote the Fall Welcome Leader position in classrooms and student organization meetings
   - Assist with the implementation of Fall Welcome Leader Information Sessions
   - Assist in the planning and execution of Fall Welcome Leader interviews
   - Participate and facilitate Spring Training for Fall Welcome Leaders
   - Work to foster a sense of connectedness among the Fall Welcome Leaders you supervise

3. SOAR Daily Responsibilities
   - Perform daily placement schedule responsibilities assisting new students, parents, and guests during their 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 participants’ questions
   - Remain in contact with first-year student groups throughout the summer by sending an email each week
   - Foster excitement and enthusiasm for BGSU and demonstrate school spirit and pride to students and guests
   - Attend Orientation Team staff meetings
   - Familiarize self with emergency procedures and protocol, and enact emergency plan if necessary
   - Assist with and participate in other duties as assigned

4. Participating in Fall Welcome (if you are NOT a Resident Advisor, a Student Desk Manager, or in the Falcon Marching Band):
   - Participate in August Orientation Leader Fall Welcome Training
   - Assist with the execution of August FaWL Fall Welcome Training
   - Facilitate training sessions for Fall Welcome Leaders during August Training
   - Assist with the implementation of Fall Welcome programs
   - Supervise a group of Fall Welcome Leaders, serving as the main point of contact for your select Fall Welcome Leaders throughout the weekend
   - Participate in Fall Welcome activities
   - Assist with and participate in other duties as assigned

5. Participating in Fall Welcome (if you ARE a Resident Advisor, a Student Desk Manager, or in the Falcon Marching Band):
   - 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
- Orientation Leaders will earn $10/hour during the spring semester (weekly training, O-Team retreat, etc) and SOAR
- We will provide you with a furnished, double residence hall room during the summer
  - On-campus housing is not required; however, you will not earn an increased stipend to supplement housing if you chose to live off-campus
  - The move-in date will be Monday, May 25, 2020
  - Parking is not included and must be arranged separately
- Orientation Leaders will also receive meals on scheduled SOAR days
- $90 meal card to use during Fall Welcome

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