Orientation Leader description

Orientation Leaders (OLs) are undergraduate students who play an integral role in introducing new students to Ohio State by serving as mentors and sharing their experiences as successful students. Throughout the summer, OLs assist our incoming students and their families in a variety of capacities, all to make the newest members of our community excited and prepared to come to Ohio State. OLs work in collaboration with other OLs, First Year Experience (FYE) professional staff, University Housing staff, academic advisors, and other University administrators to ensure that new students have a positive orientation experience.

Qualifications

An OL must be a currently enrolled undergraduate student at Ohio State who has completed at least 15 credit hours and whose baccalaureate degree will not be completed prior to December 2012. OLs should be in good academic standing and good disciplinary standing. The FYE staff is looking for individuals who represent the diversity of the Ohio State community in their experience and interests. OL candidates should possess a variety of qualities, including (but not limited to):

- Effective communication skills
- Problem solving abilities
- Familiarity with Ohio State resources, services, and degree units
- Energy and enthusiasm
- Pride in being an Ohio State student
- A desire to work collaboratively with students, families, faculty, and staff
- Dedication and flexibility
- A willingness to learn

Responsibilities

- Facilitate small group interaction with incoming students
- Serve as a positive representative of Ohio State while fostering a welcoming environment among its newest community members
- Explain academic and co-curricular opportunities and procedures
- Acquaint new students with campus services and building locations
- Communicate essential information in a variety of public settings
- Assist with the preparation of Orientation materials and activities
- Assume Resident Advisor (RA) responsibilities while living in Morrill or Lincoln Tower throughout OL training and all Orientation sessions
- Attend and participate in all OL training sessions
- Other duties as assigned

Benefits

The OL position offers a variety of benefits:

- Development of leadership and communication skills
- Cultivation of lasting relationships with University faculty, staff, and students
- Résumé enhancement
- $9.65 hourly wage, approximately 40 hours/week (before taxes and mandated retirement fund.)
- A residence hall room in Morrill or Lincoln Tower during summer training and orientation sessions
- A full meal plan
### Additional Information

- The OL position requires a significant time commitment during training and throughout all Orientation sessions. Duties during Orientation sessions require that OLs are alert and engaged from early in the morning until late in the evening.
- Once Orientation sessions begin, OLs will have weekends off and are not required to stay in the residence halls on weekends. However, OLs must return to campus by Sunday evenings and spend Sunday-Thursday nights in the residence halls.
- OLs are not permitted to engage in any course work during Summer Term, with the exception of an internship/co-op course with the permission of the Orientation staff supervisor.
- OLs are permitted to have additional, non-University employment on weekends, although it is not encouraged. The Orientation staff supervisor must approve additional employment.
- OLs may not consume alcohol in the residence halls, even if of legal age, when orientation guests are on campus.

### Selection Process

Orientation Leader staff selection is a three-tiered process:

1. Based on the online application, the candidate pool will be narrowed down and selected candidates will be invited by email to a **group interview** with other OL candidates, members of the FYE professional staff, and the Student Orientation Coordinators (SOCs). The group interview will take place on **Saturday, February 18th** and candidates will be assigned to a 90-minute time block (8:00 a.m.-6:00 p.m.). Candidates who are unavailable during this time may be scheduled into a make-up interview date. During the group interview, candidates will:
   - a. Introduce themselves via an item of personal expression (specific details to be provided at time of interview invitation)
   - b. Participate in three collaborative exercises with other OL candidates to accomplish specific tasks or activities
2. Following the group interview, selected candidates will be invited by email to move on to the **individual interview** process to discuss personal motivations and strengths relating to the OL position.
3. Finally, the FYE staff will review its remaining candidates and select the most qualified individuals for the OL staff. Remaining candidates will either be offered an OL position or placed in the alternate pool.

### Orientation Leader Important Dates to Know:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Spring quarter training (required for all selected OLs)</td>
<td>Tuesday evenings (03/27/12-05/29/12)</td>
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<td>Spring quarter Saturday trainings</td>
<td>Saturday, May 5 and Saturday, May 19</td>
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<td>Residence hall move-in</td>
<td>Monday, June 11</td>
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<td>Intensive training days</td>
<td>Sunday, June 10 – Tuesday, June 12</td>
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<td>Orientation sessions</td>
<td>June 13 – August 3 (Monday-Friday)</td>
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<td>Residence hall move-out</td>
<td>Friday, August 3</td>
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### Contact Information

If you have any questions concerning this position, please contact Nicole Craven at craven.10@osu.edu or 614.247.6412, or Bobby Silk at rsilk@esue.ohio-state.edu or 614.292.3717. UAFYE actively seeks a diverse staff.