

# MARIAN UNIVERSITY

## Indianapolis

First Year Experience

### ORIENTATION LEADER

#### **Job Description**

Orientation Leaders assist incoming students in their transition to Marian University. They act as a guide, mentor, and a welcoming face for new students and their families during New Student Orientation and Welcome Week. Orientation Leaders are some of the best-informed students at Marian.

**New Student Orientation** is the gateway to a new student's experience at Marian University. Orientation is a day-long or overnight program for new students and their families and is designed to prepare them for classes to begin. Orientation is designed for freshmen and transfer students.

#### **Responsibilities**

Successful candidates for the Orientation Leader position will meet the following criteria:

- Actively attend Orientation dates and required Welcome Week programs
- Communicate with staff with any issues regarding scheduling
- Create a positive and welcoming atmosphere for our incoming families
- Mentor and guide incoming students during Orientation and Welcome Week events
- Assist in preparation, implementation, evaluation, and follow up of Orientation
- Act as a resource for families and students even after their Orientation program
- Attend the Orientation staff retreat in March to receive the necessary training for the role

#### **Qualifications and Skills**

- Cumulative GPA of at least 2.5 at the end of Fall 2022 and Spring 2023
- Act as a representative of Marian University First Year Experience at all times
- Demonstrate confidence and maturity in interpersonal relationships and be a role model among peers
- Be helpful, have strong communication skills, and have a genuine desire to share pride in being a Marian University Knight

#### **Required Events**

<b>Welcome to the Team Meeting</b>	March 15, 2023
<b>Orientation Staff Retreat</b>	April 15, 2023
<b>Pre-Orientation Meetings</b>	Wednesday before each Orientation at 7 PM
<b>Welcome Week</b>	August 18-25

#### **Orientation Program Dates- Required**

One-day Orientation	May 11, 2023
Two-day Orientation	June 8-9, 2023
Two-day Orientation	June 22-23, 2023
Two-day Orientation	July 13-14, 2023
One-Day Orientation	July 27, 2023
Transfer Orientation	July 28, 2023
One-day Orientation	August 11, 2023

### **Compensation**

Orientation Leaders will be paid an hourly rate of \$10 (\$11 for returning staff) for all time spent during staff meetings, trainings, Orientation programs, and Welcome Week programming. Individuals will also be compensated with meals and housing during programming, and a variety of orientation apparel.

### **Application & Selection Process**

Applications must be submitted through the provided Qualtrics link by 8:00 a.m. on February 10<sup>th</sup>. Once your application is submitted, we will reach out to you to walk you through how to apply through Handshake (required for hiring) and will set up an interview time with you.

Applicants will be notified of their status in March and will have three days to accept or decline position. **All selected Orientation Leaders MUST attend the Orientation Leader retreat to be eligible to work Orientation programs.**

### **Reasons to Apply**

Here are ten awesome reasons to apply to serve as an Orientation Leader:

1. Serve as a role model for new students
2. Enhance your interpersonal skills, knowledge, confidence, and service to others
3. Develop connections and make friends with other Orientation Leaders and incoming students
4. Create strong working relationships with your peers
5. Practice your public speaking and presentation skills in a non-threatening environment
6. Gain a greater understanding of the mission of Marian University
7. Engage in an excellent leadership opportunity to prepare you for future endeavors
8. Build strong connections with incoming students, families, faculty, and staff members
9. Earn recognition as one of Marian University's outstanding student leaders
10. Get paid to have fun!

### **Contact**

Please contact Tyler in First Year Experience (Clare Hall 127) if you have any questions about the position, job description, or application process.

### **Tyler J. Paul, Director of First Year Experience**

First Year Experience

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