Thank you for your interest in being a 2020 Orientation Leader! Before applying, please review the entire position description, and if you have any questions, please email Emily Skibski at Emily.Skibski@utoledo.edu.

The 2020 Orientation Leader application is due in InvoNet by November 3, 2019 at 11:59 pm.

EMPLOYMENT REQUIREMENTS
As a student employee, Orientation Leaders are required to:
- Have a GPA of 2.0 or higher (3.0 or higher for graduate students).
- Be registered for at least 1 credit hour for the Summer 2020 semester OR 6 credit hours for the Fall 2020 semester by the start of May training.

Additionally, all Orientation Leaders will be required to complete all assignments and requirements for UC 2980 (held every Friday during the spring semester from 11:30 am – 1:20 pm).

ORIENTATION LEADER QUALITIES
- Positive attitude and enthusiastic about UToledo and helping incoming students
- Strong communication and problem solving skills
- Collaborative team player
- Possess strong leadership potential and the ability to take initiative
- Exhibit a respect for and understanding of diverse student populations

ORIENTATION LEADER RESPONSIBILITIES
- Work in teams and as individuals to facilitate orientation for approximately 150-200 new students each day of the program. Groups may include first-year, non-traditional/adult, and/or transfer students.
- Acquaint new students and their families with academic support services, educational opportunities, policies and procedures, and campus services and resources
- Facilitate activities that will help students become better acquainted with one another and the institution
- Lead activities for students who are staying on campus overnight prior to their scheduled Rocket Launch session
- Serve as a positive role model for incoming students
- Engage with new students and their family members or guests in a professional and positive manner
- Attend and be active participants in training and development activities
- Participate in preparation for each program: set up facilities, check in families, escort participants to sessions, answer questions, collaborate with University staff, etc.
- Abide by and reinforce all University regulations
- Perform other duties as assigned

BENEFITS
- Leadership Development: Orientation Leaders will participate in training designed to improve their leadership skills, including (but not limited to) public speaking, conflict management, diversity and inclusion, goal setting, and reflection.
- Payment: Orientation Leaders are paid $8.55 per hour of service (including paid training) upon successful completion of UC 2980
- Paychecks: Issued every two weeks via the University payroll schedule, as long as time sheets are submitted online on time.
- Meals: Leaders receive lunch with students and/or their guests on program dates.
- Housing: For students whose permanent address is more than 25 miles away from campus, housing in one of the residence halls will be available at no additional cost (excluding parking on non-program days).
- Uniform: All leaders will be provided two shirts and a nametag to wear for program days, along with some additional UToledo giveaways.
- Parking: Free parking in specified lots is available on program dates. Leaders who are living on campus will have to purchase a parking pass.
2020 ORIENTATION LEADER POSITION DESCRIPTION

HIRING TIMELINE
- All applicants must attend a required information session and submit an application by the due date (November 3 at 11:59 pm).
- Applicants will be contacted after November 3 to let them know if they've been selected to move on to the group interview stage.
- Interviews will take place in November in two stages:
  - Group interviews will take place on November 12, 13 or 14 - applicants will only have to attend one group interview session.
  - Selected group interview participants will be invited to schedule a 30 minute individual interview November 18 through November 26.
  - All applicants will be notified by December 3 if they have been selected or not.

TIME COMMITMENT
- All Orientation Leaders are required to attend all day paid training from May 18th through May 22, with an additional day of training on May 26.
- Leaders are expected to be available on every program day mid-May through mid-July, with some leaders needed for programs in mid-August – tentative dates are listed on page 2.
- If available, Orientation Leaders are expected to assist with August programs, Welcome Weeks activities, Orientation Leader recruitment, and winter programs.
- No student may work more than 28 hours per week *on campus* during the summer – this means orientation leaders are not permitted to have any other paid on-campus job while Rocket Launch is happening. Off campus positions must not interfere with Rocket Launch, and must be approved by Emily.
  - If selected, we expect Orientation to be your top priority, after any coursework. Orientation Leaders are expected to work every Rocket Launch and Transition event.
  - Orientation Leaders may register for summer classes, but they must either be online or not interfere with Orientation programs. Classes cannot begin prior to 4:30 pm on Monday, Wednesday, or Friday.

ROCKET LAUNCH 2020 TENTATIVE DATES
*Dates are subject to change – notice will be given to all applicants in case of any changes*
- May 27, 29
- June 1, 3, 5, 8, 10, 12, 15, 17, 19, 22, 24, 26
- July 8, 10, 13, 15, 17
- August 10, 12 (additional help will be needed the week of August 17 to help with last minute orientation)
- Rocket Transition (transfer student half-day program) dates are bolded – there also may be an opportunity to assist with Rocket Transitions on April 17 and May 11.
- Orientation Leaders will be scheduled in the evenings on some Sundays, Tuesdays, and Thursdays before programs, and must be available for those times.