

UNCSA College Orientation Leader  
Job Description  
July-August 2023

Orientation Leaders (OL) aid new college students in their transition to UNCSA. OL's are responsible for administering a successful New Student Orientation and provide a welcoming onboarding and transition experience for new UNCSA students.

**Responsibilities will include the following:**

- Greet students and families, answer questions, direct traffic flow around new student move-in and orientation, help students navigate the Orientation schedule.
- Guide, lead and be responsible for a group of 10-20 student cohorts.
- Work with a team of 16-18 orientation leaders to assist with approximately 300 new college students.
- Facilitate meaningful group discussions and connections between students.
- Lead small groups of students through information sessions and activities virtually (prior to arrival) and in person during orientation week.
- Assist with checking in students and families upon arrival at UNCSA.

**Qualifications**

- Be fully available to participate in all training sessions (listed under time commitments)
- Be fully available to participate in all orientation programs (listed under time commitments)
- Exhibit strong interpersonal skills, have the ability to lead and facilitate large, diverse groups.
- Willingness to learn about campus facts and UNCSA services.
- Ability to assume leadership roles and complete all assigned tasks
- May not hold outside employment during August orientation dates (listed under time commitments).
- Be a positive representative for UNCSA and adhere to and enforce the rules and regulations of UNCSA.

**Time Commitment**

- Virtual Orientation Leader Training July 5<sup>th</sup> -7<sup>th</sup> (2-3 hours)
- Participate in Virtual Orientation Sessions with new college students July 17<sup>th</sup>-21<sup>st</sup> (2-3 hours)
- Conduct cohort zoom meetings with new students July 24<sup>th</sup>-August 4<sup>th</sup> (8-12 hours)
- Assist with New Student Orientation activities August 6<sup>th</sup> – August 20<sup>th</sup> (Approximately 25-30 hours)

**Compensation**

- \$500 stipend (half paid at end August and September)
- Staff will be provided meals on training and move-in/orientation days

- Students who will be residing on campus for fall 2023 will be allowed to move in on Sunday, August 6th

#### **Application and Selection Process**

- Applications and interviews will be accepted and scheduled on a rolling basis. The earlier you apply, the sooner you will interview and find out if you are selected.
- Applications will be accepted until 11:59 pm on Monday, April 3<sup>rd</sup>. Applicants are encouraged to apply as soon as possible. The application may close early if all spots are filled.
- Applications will be reviewed by Student Development Team. Eligible applications will be invited to participate in an interview.
- Applicants will be notified if they are selected to be an orientation leader within two weeks of their interview.