

Dear Student,

Congratulations on taking the first step to becoming an Orientation Leader (OL)!

Serving the University as an OL provides you the opportunity to assist in transitioning our newest Rangers to the UWP family! Over the course of your time as an OL, you will provide leadership to new students, interact with family members, build relationships with University Faculty and Staff and be a part of making an impact on the class of 2022 all while developing personally and professionally.

This information packet contains a detailed position description (including qualifications and expectations)/compensation package, and a detailed description of the application process & selection timeline. Please pay close attention to instructions for completing and submitting the application materials!

I sincerely hope you will consider applying to be part of our Team! You can apply online by clicking [here](#). Applications are due on Friday, October 27 at 12:00 p.m. Please note that late applications will not be considered. If you have any questions about the position or application, please do not hesitate to contact me!

Have a great day and GO RANGERS!



Megan Del Frate
New Student Services Manager
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Position Description

Name of Position	Orientation Leader (OL)	
Position Overview	The OL serves as a leader, supporter, facilitator and coach to new first-year & transfer students in an effort to provide a seamless transition to UWP. As a team, we provide high-quality education, support and transition resources to nearly 700 first year; 500 transfer students, and 600 family members/guests.	
Supervised By	Megan Del Frate	
Start/End Date	May 12, 2018/February 4, 2018	
Minimum Qualifications <i>(all qualifications will be verified)</i>	<ol style="list-style-type: none"> 1. Full-time, enrolled degree-seeking undergraduate through at least Fall, 2018. 2. Minimum 2.50 semester and cumulative GPA at the time of hiring and must maintain a 2.50 semester/cumulative GPA throughout the term of employment (Spring 2018, Summer 2018 and Fall 2018). (If you do not have a UWP GPA, you may substitute your High School GPA if you are a first semester first year student or your GPA from a previous institution if you are a transfer student). 3. Be in good standing with the University and Dean of students. 4. Available for all the required dates/times listed below (see required dates). 5. Participation in the OL class in Spring, 2018. (see Position Terms and Conditions for more information) 6. Have a deep love for UWP and demonstrates school pride & spirit! 	
Competencies The “How” of the Job	The Office of New Student Services is committed to your development as a leader and therefore has identified the following leadership competencies to frame our training, development and feedback processes. Competencies can be described as “how” we get the job done – and in Orientation the how is as (if not more in some cases) important as the actual task. Applicants should demonstrate a basic level of competency in the areas listed below. We don’t expect you to be an expert, but we do expect a commitment to learning, growing and continually striving to be better in each of these areas:	
	Self-Management	Displays a high level of initiative, effort, and commitment; is timely, works with minimal supervision; is motivated to achieve; demonstrates responsible behavior, is professional at all times, ability to manage stress and be adaptable/flexible.
	Leading Others	Develops a sense of team and effectively manages team dynamics; takes charge when necessary; skilled in coaching, facilitating, inspiring and empowering others; comfortable with resolving/managing conflict; values diversity; serves as a role model.

Competencies, Cont.	Critical Thinking	Pays attention to detail; ability to multi-task; makes informed decisions; creatively solves problems; discerns when to act and when to ask; utilizes the skills of other to accomplish tasks.
	Emotional Intelligence	Demonstrates self-awareness and humility; ability to perceive, understand, reflect on and regulate personal emotions; shows empathy; demonstrates a passion for position (beyond extrinsic rewards); ability to build rapport and relationships based on vulnerability and authenticity.
	Communication	Skilled in active listening, facilitating discussions, written communication; willingness to accept and provide feedback; able to communicate with a variety of constituencies (students, families, administrators, peers); committed to inclusivity.
	Congruence with Purpose	Knows, understands and exemplifies the ethical principles of the Office of New Student Services and Student Code of Conduct; acts with professionalism in all situations; provides exemplary customer service; acts with integrity on and off the job.
Position Responsibilities The “What” of the Job	<ol style="list-style-type: none"> 1. Serve as a leader and guide to a small group of 12-14 students for each Orientation session (facilitate small group meetings, conduct campus tours etc.). 2. Assist with the logistical execution of the session (check-in, parking, directional, etc.). 3. Participate in one large group speaking opportunity 4. Actively recruit the 2019 Orientation Team Leaders via participating in Recruitment events (Fall 2018) and providing recommendations. 	
Compensation	Salary	<p>You will be paid a total of \$1250 (if you are a RA: \$1000)* over the course of your employment via direct deposit starting in May. The November meeting, February retreat & class are not paid. In addition, the additional commitments are not paid.</p> <p><i>Note: any hours missed will deducted from your pay</i> <i>* = this amount subject to change based on University policy & Federal guidelines and mandates</i></p>
	Meals	During First Year session Breakfast and Lunch will be provided; during Transfer session Lunch will be provided. All other meals are the responsibility of the OL!
	Lodging	It is required that you stay in provided on-campus housing during training. It is optional and available during session.
	Uniforms	OLs will be provided with an Orientation polo, official nametag & backpack. <i>The OL is responsible for providing the khaki pants/shorts and closed-toe shoes as part of the uniform.</i>

Position Terms & Conditions

Length of Experience

Summer orientation sessions run May-August, with an additional sessions offered prior to the start of Winterim/spring classes in January/February. All dates and times provided on the OL Dates & Commitment page are TENTATIVE and subject to change depending on the finalization of the University calendar and Orientation planning.

Training

OLs are expected to be at all of the training dates provided on the OL Dates & Commitments page. Additional training dates may be added as needed. Training is not optional and is required to serve in this position.

OL Class

All OLs are required to enroll in **the Orientation Leader course during Spring of 2018**, which will take place on Tuesday's & Thursday's from 8:00am-9:23am. The course does NOT need to be taken for credit, however everyone must complete the course with a grade of B or better in order to remain on the team.

Summer Classes/Work

Given the time commitment of the position, it is recommended that OLs take online classes in the summer. Further, in-person classes for Summer session must be approved by your supervisor and cannot conflict with any trainings, sessions or established work commitments. Other employment is permitted, but must NOT conflict with training, Orientation sessions or related required training, functions etc. In addition, you are expected to plan vacations and/or co-curricular activities around our break time during the summer (See OL Dates & Commitments)

Orientation Sessions

OLs are required to participate in all Orientation sessions for First Year students and designated sessions for Transfer students (depending on if you are assigned to Team A or Team B)

Performance

There will be four formal performance review times: during the OL class, at the completion of training, after the first ½ of sessions and at the completion of the summer. The purpose of these reviews are to provide positive and constructive feedback on overall job performance. In addition, each OL will participate in an exit interview at the completion of the position.

Accountability

Accountability is critical to our ability to effectively operate as a team. Therefore, as a team, it is expected that each OL hold themselves and their teammates accountable to our standards, expectations and competencies. In addition, the following process will be followed to ensure accountability within our team:

Level 1: Warning (includes a conversation with supervisor and an official letter)

Level 2: Probation (includes a conversation with supervisor, official letter and action plan)

Level 3: Removed from position (includes a conversation with supervisor, official letter and returning all uniform materials etc.)

Should there be an incident that is deemed a major violation, the Office of New Student Services reserves the right to terminate employment without a warning or probationary period.

What You Can Expect as an OL

The Office of New Student Services is committed to your personal and professional growth and development. Therefore, you can expect the following from the staff:

1. **Intentionally designed, high-quality leadership development training & experiences** focused on building your competency in the areas of self-management, leading others, critical thinking, congruence with purpose, emotional intelligence and communication.
2. **Training meetings & materials** that will set you up to successfully facilitate/lead a group, execute the logistics of a session and prepare you to excel in your job duties as an OL.
3. **Culture of trust** that is characterized by open communication, honest feedback, and autonomy to do your job within the context of our guiding philosophies/processes.
4. **Opportunities to fine-tune skills and stretch your comfort zone** – we will play on your strengths, but also challenge you to step outside of your comfort zone to gain new skills and increased self-confidence.

OL Dates & Commitments

NOTE: These dates are subject to change

Fall 2017	
Date	Event Details
November 29	Orientation Leader Team Meeting & Induction (12:00pm-1:00pm)

Spring 2018	
Date	Event Details
January 27-28	Orientation Leader Retreat (Reserve both full days)
January 29-May 11	Orientation Leader Class (Tues/Thurs, 8:00am-9:23am)
April 21	Placement Testing (All OL's will observe and assist)

Summer 2018	
Date	Event Details <i>First Year & Transfer Orientation Sessions (6:30am-5:30pm)</i>
May 12	Placement Testing (Team A, 7:15am-1:00pm)
May 19	Placement Testing (Team B, 7:15am-1:00pm)
June 2	Placement Testing (Team A; 7:15am-1:00pm)
June 9	Placement Testing (Team B; 7:15am-1:00pm)
June 13-15	Training (will run 8am-12pm)
June 16	Placement Testing (Team A; 7:15am-1:00pm)
June 18-22	Training (will run M-F, 8am-4pm) <i>Note: June 20: Transfer Express</i>
June 23	Placement Testing (Team B; 7:15am-1:00pm)
June 25-26	Training (will run 8am-4pm)
June 27	Transfer Session #1 (All OLs)
June 28	First Year Session #1
July 9	OL Call Campaign (Team A; 1pm-4pm)
July 10	First Year Session #2
July 11	Transfer Session #2 (Team A)
July 12	First Year Session #3
July 16	OL Call Campaign (Team B; 1pm-4pm)
July 17	First Year Session #4
July 18	Transfer Express Session #2 (Team B)
July 19	First Year Session #5
July 24	First Year Session #6
July 25	Transfer Session #3 (Team B)
July 26	First Year Session #7
August 6	OL Call Campaign (Team A; 1pm-4pm)
August 13	OL Call Campaign (Team B; 1pm-4pm)
August 15	Transfer Express Session #3 (Team A)
August 17	If you are a RA, you will not need to do the rest of the August sessions
August 22	Transfer Session #4 (Team A)
August 23	Youth Options/Course Options Orientation (Team B)

August 28	First Year Session #8
August 29	Transfer Session #5 (Team B)
August 31	Joint Session (Team A)
September 4	Ranger Welcome (6:30am-6pm)

November 2018-January 2019	
Date	Event Details
November 12	Spring Transfer Express Session #1 (Team A)
December 18	Training (1pm-7pm)
December 19	Spring Transfer Orientation #1 (Team B)
January 9	Spring Transfer Orientation #2 (Team A)
January 16	Spring Transfer Express Session #2 (Team B)
January 23	Spring Transfer Orientation #3 (Team A)
January 24	Spring First Year Orientation
January 25	Joint Session (Team B) – includes YOP/COP

Additional Commitments for Fall 2018/Spring 2019 (these are not paid)	
Date	Event Details
September 5-7	Various Ranger Welcome Events (you will sign up for these after you schedule your Fall courses)
September 18-20	Student Organization Recruitment Presentations
September 25-27	OL Information Sessions
October 16-18	Student Organization Recruitment Presentations
October 21-28	Residence Hall Floor Meetings OL Interviews – Round 1
November 6-8	OL Interviews – Round 1
November 13-15	OL Interviews – Round 2
November 28	2019 OL Team Induction
April 30	OL Team Sign Pass Down (during the class)

OL Selection Process

Step 1: Review the Application Packet

Step 2: Submit your Application

Applications are due by October 27 @ 12:00pm through online submission.

Step 3: Round 1 Interviews

After you complete the application you will receive a confirmation email asking you to sign up for an interview on either November 7 or 8.

Step 4: Individual Interviews

After Round 1, you will receive an email inviting you to continue in the interview process or releasing you from the process. If you are invited to continue, you must sign up for an Individual Interview time online by 8:00am on Monday, November 13 or you forfeit your candidacy.

Round 2 interviews will occur on November 14-15.

Step 5: OL Offer

After your Individual interview, you will pick up a letter from the Office of Admissions/New Student Services on Thursday, November 16 informing you of your final candidacy status.

Step 6: Acceptance Form

If you are offered a position, you must return your signed Acceptance Agreement Form and completed OL Information Form by Monday, November 20 at 12:00pm or you forfeit your offer. In addition, if you are an international student, you must complete and return the International Student Eligibility form by the date listed above.

Step 7: Register for the OL Leadership Course

Information about registering for the course will be provided to you via email. You must register for the course by Friday, December 1 at 5:00pm.

Step 8: OL Meeting/Induction, Class & Retreat

Induction/Meeting: Wednesday, November 29 @ 12:00pm
Class: Tuesday/Thursday @ 8:00am-9:23am
Retreat: February 3-4, 2018