



**New Student Services**  
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262-595-2721  
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Hello Ranger,

We are excited that you are interested in becoming an Orientation Leader (OL) for 2020!

Serving the University as an OL provides you the opportunity to assist in transitioning our newest Rangers to the UW-Parkside family! Over the course of your time as an OL you will provide leadership to new/transfer students, interact with family members, build relationships with University Faculty and Staff, and be a part of making an impact on the class of 2024 - 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 going here. Applications are due on Friday February 21, 2020 at 4:00p.m. Please note that late and incomplete 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!

A handwritten signature in purple ink that reads "Caitlin Dobson".

Caitlin Dobson  
New Student Services Coordinator  
dobson@uwp.edu | (262) 595-2721

# Orientation Leader Position Description

<b>Name of Position</b>	Orientation Leader (OL)	
<b>Position Overview</b>	The OL serves as a leader, supporter, facilitator, and coach to new first-year and transfer students in an effort to provide a seamless transition to UW Parkside. As a team, we provide high-quality education, support, and transition resources to nearly 600 first year; 400 transfer students, and 450 family members/guests. Orientation Leaders get students excited about their Parkside journey and help to instill a sense of Parkside Pride in all of their endeavors.	
<b>Supervised By</b>	Caitlin Dobson, Coordinator of New Student Services	
<b>Start/End Date</b>	May 15, 2020/February 1, 2021	
<b>Minimum Qualifications</b> <i>(all qualifications will be verified)</i>	<ol style="list-style-type: none"> <li>1. Full-time, enrolled degree-seeking undergraduate through at least fall, 2020.</li> <li>2. Minimum 2.25 semester and cumulative GPA at the time of hiring and must maintain a 2.25 semester/cumulative GPA throughout the term of employment (spring 2020, summer 2020, and fall 2020). If you do not have a UW Parkside 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.</li> <li>3. Be in good standing with the University and Dean of Students.</li> <li>4. Available for all the required dates/times listed below (see required dates).</li> <li>5. Have a deep love for UW Parkside and demonstrates school pride &amp; spirit!</li> <li>6.</li> </ol>	
<b>Competencies</b>  <b>The “How” of the Job</b>	<p>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:</p>	
	<b>Self-Management</b>	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.
	<b>Leading Others</b>	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.

<b>Competencies, Cont.</b>	<b>Critical Thinking</b>	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 others to accomplish tasks.
	<b>Emotional Intelligence</b>	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.
	<b>Communication</b>	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.
	<b>Congruence with Purpose</b>	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.
<b>Position Responsibilities</b>  <b>The “What” of the Job</b>	<ol style="list-style-type: none"> <li>1. Serve as a leader and guide to a group of 12-14 students for each Orientation session (facilitate small group meetings, conduct campus tours etc.).</li> <li>2. Assist with the logistical execution of the session (check-in, parking, directional, etc.).</li> <li>3. Participate in one large group speaking opportunity.</li> <li>4. Serve as a resource for students and parents/guests during Orientation Sessions by providing answers to questions that are honest and appropriate.</li> <li>5. Serve as a placement test proctor during Regional Placement Testing (May – July).</li> <li>6. Participate fully in the first day of Ranger Welcome and then on an as needed basis for the remainder of the week.</li> <li>7. Assist with social media outreach and efforts. Volunteer for “takeover” events and actively engage followers.</li> <li>8. Actively recruit the 2021 Orientation Team Leaders via participating in Recruitment events (fall 2020) and providing recommendations.</li> <li>9. Other duties as assigned.</li> </ol>	
<b>Compensation</b>	<b>Salary</b>	<p>You will be paid a total of \$1800 (if you are a returner \$1900, if you are a RA: \$1550)* over the course of your employment via direct deposit. Deposits will be made in May, June, July, August, September, December, &amp; January. The April &amp; May meetings before the start of employment 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 &amp; Federal guidelines and mandates. Pay reflects that RA’s will not be able to fulfill August, December, and January date requirements.</i></p>
	<b>Meals</b>	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. Lunch is provided during the training period.

	<b>Lodging</b>	It is required that you stay in provided on-campus housing during training. It is optional and available during session.
	<b>Uniforms</b>	OLs will be provided with an Orientation polo, official nametag and backpack. <i>The OL is responsible for providing the khaki pants/shorts and sandals or closed-toe shoes as part of the uniform.</i>

# Position Terms & Conditions

## Length of Experience

Summer Orientation sessions run from June – August with Regional Placement Testing and OL Retreat/Training starting in May. Winter/Spring orientation sessions are offered prior to the start of classes in January/February. All dates and times provided on the OL Dates & Commitments 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 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. Training is paid time.

## Summer Classes/Work

Given the time commitment of the position, it is recommended that if an OL is seeking a summer course option that the course is done online to not interfere with orientation activities. 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 three formal performance review times: at the completion of OL training, after the first ½ of sessions have been completed, 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 official letter)

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

Level 3: Removal 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 Admissions and 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 Admissions and New Student Services is committed to your personal and professional growth and development. Therefore, you can expect the following from staff:

1. **Intentionally designed, high-quality leadership development training and experiences** focused on building your competency in the areas of self-management, leading others, critical thinking and congruence with purpose, emotional intelligence, and communication.
2. **Training meetings and 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

Summer 2020	
Date	Event Details
April 2020	Team Meeting – exact date TBD
May 2020	Team Meeting – exact date TBD
May 16	Regional Placement – Team A (7:15 AM – 1:30 PM)
May 20	OL Call Campaign – Team B (12:00 – 4:30pm)
May 27	OL Move-In (arriving to campus by 4:30, team dinner at 6:00pm)
May 28 - 30	OL Retreat
June 1 – 5	OL Training
June 8 - 12	OL Training
June 10	Transfer Orientation #1 – ALL (during training)
June 13	Regional Placement – Team B (7:15 AM – 1:30 PM)
June 15	OL Training (last day)
June 16	First Year Orientation #1 - ALL
June 18	First Year Orientation #2 - ALL
June 19	OL Call Campaign – Team A (12:00 – 4:30pm)
June 23	Transfer Orientation #2 – Team B
June 25	First Year Orientation #3 - ALL
June 27	Regional Placement – Team A (7:15 AM – 1:30 PM)
June 29	OL Call Campaign – Team B (12:00 – 4:30pm)
June 30	First Year Orientation #4 - ALL
July 8	Transfer Orientation #3 – Team A
July 9	First Year Orientation #5 – ALL
July 11	Regional Placement – Team B (7:15 AM – 1:30 PM)
July 13	OL Call Campaign – Team A (12:00 – 4:30pm)
July 21	First Year Orientation #6 - ALL
July 23	First Year Orientation #7 – ALL
July 29	First Year Orientation #8 - ALL
August 4	Transfer #4 – Team B
August 5	OL Call Campaign – Team B (12:00 – 4:30pm)
August 19	Transfer #5 – Team A
August 20	First Year Orientation #9
August 21	ECCP Orientation – Team A
August 27	International Student Orientation - ALL
August 28	Ranger Welcome Meeting - ALL (2:00 – 4:30pm)
September 1	Ranger Welcome – ALL (8:00am – 6:00pm)
September 2 -5	Ranger Welcome – As assigned

**December 2020 – January 2021**

<b>Date</b>	<b>Event Details</b>
December 15	Transfer Orientation #1 – Team A
January 13	Transfer Orientation #2 – Team B
January 20	First Year Orientation #1 – ALL
January 21	Transfer Orientation #3 – Team A
January 22	Early College Credit Orientation – Team B
January 29	International Orientation - ALL



# OL Selection Process Timeline 2020

## Step 1: Review the Application Packet

## Step 2: Submit your Application

Applications are due by 4:00pm on Friday February 21, 2020.

## Step 3: Round 1 Interviews

Qualified candidates will receive an email inviting them to a first round interview on/around Monday February 24, 2020.

## Step 4: Round 2 Group Interviews

After Round 1 Interviews have concluded, 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 a group interview online.

## Step 5: Offer Letter

Decision letters will be sent out to all remaining candidates on Tuesday March 10, 2020. If selected, the letter will also include the first team meeting date for April 2020.

## Step 6: Acceptance

If you are offered a position, you must return a signed Acceptance Agreement Form and completed OL Information Form. In addition, if you are an International student, you must complete and return the International Student Eligibility Form.