

Hello Ranger,


We are excited that you are interested in becoming an Orientation Leader (OL) for 2021!

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 and University guests, build relationships with University Faculty and Staff, and be a part of making an impact on the class of 2025 - 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! Applications are due on Monday April 19, 2021 at 4:00p.m. The application can be found on our website (uwp.edu/orientationleader). 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!



Caitlin Dobson
New Student Services Coordinator
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Orientation Leader Position Description

Name of Position	Orientation Leader (OL)	
Position Overview	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.	
Supervised By	Caitlin Dobson, Coordinator of New Student Services	
Start/End Date	May 12, 2021/January 31, 2022	
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, 2021. 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 2021, summer 2021, and fall 2021). 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. 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. Have a deep love for UW Parkside and demonstrates school pride & spirit! 	
Competencies The “How” of the Job	<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>	
	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 others 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 group of 12-14 students for each Orientation session (facilitate small group meetings, conduct campus tours etc.). 2. Serve as a resource for students during Virtual Course Registration Days. 3. Assist with the logistical execution of the session (check-in, parking, directional, etc.). 4. Participate in admitted student webinars and programming in conjunction with Admissions staff. 5. Serve as a resource for students and parents/guests during Orientation Sessions by providing answers to questions that are honest and appropriate. 6. Participate fully in the first two days of Ranger Welcome and then on an as needed basis for the remainder of the week. 7. Assist with social media outreach and efforts. Volunteer for “takeover” events and actively engage followers. 8. Actively recruit the 2022 Orientation Team Leaders via participating in Recruitment events (fall 2021) and providing recommendations. 9. Other duties as assigned. 	
Compensation	Salary	<p>You will be paid a total of \$1800 (if you are a returner \$1900) over the course of your employment via direct deposit. Deposits will be made in June, July, August, September, & January.</p> <p><i>Note: any hours missed will deducted from your pay * = this amount subject to change based on University policy & Federal guidelines and mandates.</i></p>
	Meals	During Parkside Preview Days breakfast and lunch will be provided. Meals are provided during the Orientation Leader retreat. Lunch is provided during the training period.
	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 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. 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 ECCP, and International students.

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 Orientation Leader Coordinators, 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 2021	
Date	Event Details
May 12	OL Meeting at 12:00pm (in-person)
June 1 - 3	OL Retreat (in-person, start at 10:00am on the 1 st , end at 4:00pm on the 3 rd)
June 4 - 14	OL Training (in-person, start at 8:45am each day, end at 4:30pm each day, Saturdays and Sundays off)
June 9	First Generation Support Webinar 5:30 – 6:30pm (virtual)
Week of June 14	Affinity Circles (virtual, exact dates and times TBD)
June 15	First Year Course Registration #1 8:15am – 4:30pm (virtual)
June 16	Parent, Family, Guest Q+A Webinar 5:30 – 6:30pm (virtual)
June 17	First Year Course Registration #2 8:15am – 4:30pm (virtual)
June 23	First Year Course Registration #3 8:15am – 4:30pm (virtual)
June 29	First Year Course Registration #4 8:15am – 4:30pm (virtual)
June 30	Admitted Student Bonfire 7:00pm – 9:30pm (in-person)
July 8	Admitted Student Sip and Paint Event 5:30 – 7:30pm (in-person)
July 13	First Year Course Registration #5 8:15am – 4:30pm (virtual)
July 15	First Year Course Registration #6 8:15am – 4:30pm (virtual)
July 19	Admitted Student Cooking Event 5:30 – 6:30pm (virtual)
July 20	Parent, Family, Guest Q+A Webinar 5:30 – 6:30pm (virtual)
July 21	First Year Course Registration #7 8:15am – 4:30pm (virtual)
July 27	First Year Course Registration #8 8:15am – 4:30pm (virtual)
July 28	Prep for Parkside Preview Days 1:00 – 4:00pm (in-person)
July 29	First Year Course Registration #9 8:15am – 4:30pm (virtual)
August 2	Prep for Parkside Preview Days 10:00am – 4:00pm (in-person)
August 3	Parkside Preview Day #1 7:30am – 4:30pm (in-person)
August 5	Parkside Preview Day #2 7:30am – 4:30pm (in-person)
August 10	Parkside Preview Day #3 7:30am – 4:30pm (in-person)
August 11	Parkside Preview Day #4 7:30am – 4:30pm (in-person)
August 12	Parkside Preview Day #5 7:30am – 4:30pm (in-person)
Week of August 16	Admitted Student Athletic Event 5:30 – 7:00pm (in-person, final date TBD)
August 17	Parkside Preview Day #6 7:30am – 4:30pm (in-person)
August 19	First Year Course Registration #10 8:15am – 4:30pm (virtual)
August 20	Early College Credit Program Orientation 7:30am – 12:00pm (in-person)
August 25	Parkside Preview Day #7 7:30am – 4:30pm (in-person)
August 26	How to Support Your Student Webinar 5:30 – 6:30pm (virtual)
August 30 – September 3	Summer Bridge Program Events (in-person, TBD)
September 2	International Student Orientation (in-person, TBD)
September 5	Ranger Welcome Meeting 4:00 – 5:30pm (in-person)
September 6	Ranger Welcome Day #1 3:00pm – 11:00pm (in-person)
September 7	Ranger Welcome Day #2 9:00am – 8:00pm (in-person)
September 8 - 11	Ranger Welcome Events (in person , TBD)

Week of September 20	Fall Wrap-Up Meeting (in person, exact date and time TBD based on class schedules)
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January 2022	
Date	Event Details
January 12	OL Training Refresher 12:00 – 2:00pm (in-person)
January 19	First Year Course Registration 8:15am – 4:30pm (virtual)
January 21	Early College Credit Program Orientation 7:30am – 12:00pm (in-person)
January 25	Parkside Preview Day 7:30am – 4:30pm (in-person)
January 27	International Student Orientation (TBD, in-person)

OL Selection Process Timeline 2021

Step 1: Review the Application Packet & Attend an optional Info Session

Step 2: Submit your Application

Applications are due by 4:00pm on Monday April 19, 2021.

Step 3: Round 1 Interviews

Qualified candidates will receive an email inviting them to a first round interview on/around Tuesday April 20, 2021.

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 Friday April 30, 2021.

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.