

Hello Ranger,

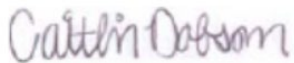
We are excited that you are interested in becoming an Orientation Leader (OL) for 2022-2023!

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 2026 - 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 March 28, 2022 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)
Supervised By	Caitlin Dobson, Coordinator of New Student Services & Summer NODA Intern
Position Overview & Responsibilities	<p>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.</p> <ol style="list-style-type: none"> 1. Serve as a leader and guide to a group of 12-18 students for each New Student Orientation session (facilitate small group meetings, conduct campus tours, etc.). 2. Assist with the logistical execution of each session (check-in, parking, programs, etc.). 3. Participate in summer transfer one stop events. 4. Serve as a resource for students and parents/guests during New Student Orientation sessions by providing answers to questions that are honest and appropriate. 5. Hold a minimum of four office hours during the summer (May – August & December – January). 6. Participate in one large group speaking opportunity that includes leading Parkside cheers and chants. 7. Serve as a facilitator during the week of the Kick Start program for select incoming first year students in August. 8. Participate fully in the first two days of Ranger Welcome and then on an as needed basis for the remainder of the week. 9. Assist with social media outreach and efforts. Volunteer for “takeover” events and actively engage followers. 10. Actively recruit the 2023 Orientation Leader Team via participating in recruitment events (fall 2022) and providing recommendations. 11. Other duties as assigned.
High Impact Statement	By incorporating classroom learning into hands-on work experience as well as receiving supervision and coaching, students gain necessary tools to grow and contribute as professionals.
Start/End Date	April 20, 2022/February 1, 2023
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 2022. 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. 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	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:

Career & Self-Development	Career & Self-Development	Displays a high level of imitative, effort, and commitment. Is timely, works with minimal supervision. Is motivated to achieve. Demonstrates self-awareness and humility. Demonstrates ability to perceive, understand, reflect on and regulate personal emotions. Demonstrates ability to manage stress and be adaptable/flexible.
	Leadership	Takes charge when necessary. Skilled in coaching, facilitating, inspiring, and empowering others. Comfortable with resolving/managing conflict. Serves as a role model.
	Teamwork	Utilizes the skills of others to accomplish tasks. Develops a sense of team and effectively manages team dynamics.
	Critical Thinking	Pays attention to detail. Demonstrates ability to multitask. Makes informed decisions. Creatively solves problems. Discerns when to act and when to ask.
	Diversity, Equity, & Inclusion	Shows empathy. Demonstrates ability to rapport and relationships based on vulnerability and authenticity. Values diversity and is committed to inclusivity through their leadership and service to all incoming students.
	Communication	Skilled in active listening, facilitating discussions, and written communication. Demonstrates willingness to accept and provide feedback. Is able to communication with a variety of constituencies (students, families, administrators, & peers).
	Professionalism	Knows, understands, and exemplifies the ethical principles of the University and Student Code of Conduct. Acts with professionalism in all situations. Provides exemplary customer service. Acts with integrity on and off the job. Demonstrates responsible behavior.
	Compensation	Salary
Meals		During New Student Orientation breakfast and lunch will be provided. Meals are provided during the Orientation Leader retreat. Lunch is provided during the Orientation Leader training period.
Lodging		Students have the option to live in the Residence Hall during the summer at no charge. New Student Services will pay the cost of housing. Parking passes will be at the cost of the student.
Uniforms		OLs will be provided with an Orientation polo and sweatshirt, 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 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

Spring/Summer 2022	
Date	Event Details
April 20	OL Meeting & Contract Signing, 12:00 – 1:00pm, Campus Activities & Engagement Office, L104 Student Center
April 30	Training Session #1, 11:00am – 3:30pm, Poplar Room Student Center
May 7	Training Session #2, 11:00am – 3:30pm, Molinaro L111
Week of May 9	Office Hours Begin
May 20	Admitted Student Day, 8:30am – 12:00pm, Ballroom Student Center
May 24	Transfer Student One Stop Event, 2:30 – 5:30pm, Ballroom Student Center
June 2 – 4	Orientation Leader Retreat, depart 2:30pm on 6/2, arrive back to campus at 1:00pm on 6/4
June 6 - 10	Orientation Leader Training, 9:00am – 4:00pm, Spruce Room Student Center
June 13	Orientation Leader Training, 9:00am – 4:00pm, Spruce Room Student Center
June 14	First Year New Student Orientation Session #1 6:15am – 5:00pm
June 16	First Year New Student Orientation Session #2 6:15am – 5:00pm
June 22	First Year New Student Orientation Session #3 6:15am – 5:00pm
June 28	First Year New Student Orientation Session #4 6:15am – 5:00pm
June 29	Call Campaign 1:00 – 4:00pm, Student Activities & Engagement Office
June 30	Call Campaign 1:00 – 4:00pm, Student Activities & Engagement Office
July 12	First Year New Student Orientation Session #5 6:15am – 5:00pm
July 14	First Year New Student Orientation Session #6 6:15am – 5:00pm
July 20	First Year New Student Orientation Session #7 6:15am – 5:00pm
July 21	Call Campaign 1:00 – 4:00pm, Student Activities & Engagement Office
July 22	Call Campaign 1:00 – 4:00pm, Student Activities & Engagement Office
July 26	First Year New Student Orientation Session #8 6:15am – 5:00pm
July 28	First Year New Student Orientation Session #9 6:15am – 5:00pm
August 9	First Year New Student Orientation Session #10 6:15am – 5:00pm
August 16	Call Campaign 1:00 – 4:00pm, Student Activities & Engagement Office
August 17	Transfer Student One Stop Event, 10:30am – 1:30pm, Ballroom Student Center
August 18	Call Campaign 1:00 – 4:00pm, Student Activities & Engagement Office
August 25	First Year New Student Orientation Session #11 6:15am – 5:00pm
August 26	Early College Credit Program Orientation, 7:30am – 3:30pm
August 29 – September 2	Kickstart Program 8:30am – 4:00pm, various on-campus locations
August 30	International Student Orientation, 8:30am – 12:00pm Student Center
September 5	Ranger Welcome 3:00pm - Midnight
September 6	Ranger Welcome 9:00am – 8:30pm
September 7 - 10	Ranger Welcome (activities as your class schedule allows)
Week of September 19	Fall Wrap-Up Meeting (in person, exact date and time TBD based on class schedules)

Fall 2022/Winter 2023

Date	Event Details
December 7	OL Training Refresher, 12:00 – 1:00pm, Hickory Room Student Center
December 8	Office Hours Begin
December 14	First Year New Student Orientation Session #1 6:15am – 5:00pm
January 18	OL Training Refresher, 12:00 – 2:00pm, Hickory Room Student Center
January 20	Early College Credit Program Orientation, 7:30am – 3:30pm
January 24	First Year New Student Orientation Session #2 6:15am – 5:00pm
January 25	International Student Orientation 8:30am – 12:00pm

OL Selection Process Timeline 2022

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

Step 2: Submit your Application

Applications are due by 4:00pm on March 28, 2022.

Step 3: Round 1 Interviews

Qualified candidates will receive an email inviting them to a first round interview on/around Tuesday March 29, 2022.

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 attend our group interview on Wednesday April 6, 2022 from 12:00 - 1:00pm.

Step 5: Offer Letter

Decision letters will be sent out to all remaining candidates on Friday April 8, 2022.

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.