



Student Engagement & Connection

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Hello Ranger,

We are excited that you are interested in becoming an Orientation Leader (OL) for 2023-2024!

Serving the University as an OL provides you the opportunity to assist in the transition with 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 2027 - 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 Friday February 17, 2023 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!

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

Caitlin Dobson

Associate Director of First Year Initiatives & Student Engagement

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Orientation Leader Position Description

Name of Position	Orientation Leader (OL)
Supervised By	Caitlin Dobson, Associate Director of First Year Initiatives & First Year Engagement and Mike Hagen, Campus Activities Specialist
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 500 first year, 300 transfer students, and 250 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 & winter (April – August & December – January) where you serve as a live chat representative for the University, host webinars, make phone calls, host lives on Instagram, and send emails. 6. Participate in one large group speaking opportunity that includes leading Parkside cheers and chants. 7. Serve as a facilitator for the closing ceremony 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 2024 Orientation Leader Team via participating in recruitment events (fall 2023) 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	March 15, 2023/ January 29, 2024
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 2.3 cumulative GPA at the time of hiring and must maintain a 2.3 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	Student Engagement & Connection 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	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	You will be paid a total of \$2300* over the course of your employment via direct deposit. Your stipend is split up in equal payments made in April, May, June, July, August, September, December, & January. <i>Note: any hours missed will be deducted from your pay.</i> <i>*=this amount subject to change based on University policy & Federal guidelines and mandates.</i>
		Meals	During New Student Orientation sessions breakfast and lunch will be provided. Meals are provided during the Orientation Leader retreat. Lunch is provided on some days during the Orientation Leader training period.
Lodging		Students have the option to live in the Residence Hall during the summer at the rate of \$50 per week. The cost of housing and parking passes are not covered as compensation and are the responsibility 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 black 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 December/January. 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 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 is 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 Student Engagement & Connection reserves the right to terminate employment without a warning or probationary period.

What You Can Expect as an OL

The Office of Student Engagement & connection 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.

5. OL Dates & Commitments

6. NOTE: These dates are subject to change

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Spring/Summer 2023	
Date	Event Details
April 19	OL Meeting & Contract Signing, 12:00 – 1:00pm, Maple Room Student Center
April 24	Transfer One Stop, 11:00am – 2:00pm, Wyllie Main Place
April 28	Training Session #1, 1:30 – 4:30pm, Poplar Room Student Center
April 29	Regional Placement Testing #1, 7:30am – 12:00pm, Greenquist L103
May 5	Training Session #2, 1:30 – 4:30pm, Poplar Room Student Center
Week of May 8	Office Hours start
June 1 – 2	Orientation Leader Retreat, depart Parkside at 12:00pm on 6/1, return at 3:00pm on 6/2 (*Please note – this is an overnight retreat)
June 5 - 9	Orientation Leader Training, 9:00am – 4:00pm, Hickory Room Student Center
June 10	Regional Placement Testing #2, 7:30am – 12:00pm, Greenquist L103
June 12 - 13	Orientation Leader Training, 9:00am – 4:00pm, Hickory Room Student Center
June 14	First Year New Student Orientation Session #1 8:00am – 5:30pm
June 15	Call Campaign 1:00 – 4:00pm, Student Involvement Center
June 16	Call Campaign 1:00 – 4:00pm, Student Involvement Center
June 17	First Year New Student Orientation Session #2 8:00am – 5:30pm
June 20	First Year New Student Orientation Session #3 8:00am – 5:30pm
June 23	First Year New Student Orientation Session #4 8:00am – 5:30pm
July 11	Call Campaign 1:00 – 4:00pm, Student Involvement Center
July 12	Call Campaign 1:00 – 4:00pm, Student Involvement Center
July 14	First Year New Student Orientation Session #5 8:00am – 5:30pm
July 19	Transfer One Stop, 11:00am – 2:00pm, Wyllie Main Place
July 20	Call Campaign 1:00 – 4:00pm, Student Involvement Center
July 21	Call Campaign 1:00 – 4:00pm, Student Involvement Center
July 27	6 Days Out Calls for 7.29 NSO
July 29	First Year New Student Orientation Session #6 8:00am – 5:30pm
July 31	Call Campaign 1:00 – 4:00pm, Student Involvement Center
August 1	Call Campaign 1:00 – 4:00pm, Student Involvement Center
August 4	First Year New Student Orientation Session #7 8:00am – 5:30pm
August 8	Call Campaign 1:00 – 4:00pm, Student Involvement Center
August 9	Call Campaign 1:00 – 4:00pm, Student Involvement Center
August 16	Call Campaign 1:00 – 4:00pm, Student Involvement Center
August 17	Call Campaign 1:00 – 4:00pm, Student Involvement Center
August 21	Call Campaign 1:00 – 4:00pm, Student Involvement Center
August 22	Call Campaign 1:00 – 4:00pm, Student Involvement Center
August 24	Transfer One Stop, 11:00am – 2:00pm, Wyllie Main Place
August 25	First Year New Student Orientation Session #8 8:00am – 5:30pm
August 29	International Student Orientation, 8:30am – 12:00pm Student Center
September 1	Kickstart Celebration Program & Ranger Welcome Meeting 10:00am – 3:00pm

September 4	Ranger Welcome 3:00pm - Midnight
September 5	Ranger Welcome 9:00am – 8:30pm
September 6 - 9	Ranger Welcome (activities as your class schedule allows)
Week of September 18	Fall Wrap-Up Meeting (in person, exact date and time TBD based on class schedules)

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Fall 2023/Winter 2024	
Date	Event Details
December 8	OL Training Refresher, 12:00 – 2:00pm, Hickory Room Student Center
December 15	First Year New Student Orientation Session #1 8:00am – 5:30pm
January 17	OL Training Refresher, 10:00am – 12:00pm, Hickory Room Student Center
January 17	Call Campaign 1:00 – 4:00pm, Student Involvement Center
January 18	Call Campaign 1:00 – 4:00pm, Student Involvement Center
January 23	First Year New Student Orientation Session #2 8:00am – 5:30pm
January 24	International Student Orientation 8:30am – 12:00pm

OL Selection Process Timeline 2023

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

Step 2: Submit your Application

Applications are due by 4:00pm on Friday March 31, 2023.

Step 3: Round 1 Interviews

Qualified candidates will receive an email inviting them to a first round interview on/around Monday April 3, 2023.

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 Monday April 10, 2023 from 12:00 - 1:00pm.

Step 5: Offer Letter

Decision letters will be sent out to all remaining candidates on/around Wednesday April 12, 2023.

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.