



**Student Engagement & Connection**

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Hello Ranger,

We are excited that you are interested in becoming an Orientation Leader (OL) for 2024-2025!

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 2028 - 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 Sunday May 5, 2024 at 11:59p.m. The application can be found on Handshake. 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

<b>Name of Position</b>	Orientation Leader (OL)
<b>Supervised By</b>	Caitlin Dobson, Associate Director of First Year Initiatives & First Year Engagement and Mike Hagen, Campus Activities Specialist
<b>Position Overview &amp; Responsibilities</b>	<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"> <li>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.).</li> <li>2. Assist with the logistical execution of each session (check-in, parking, programs, etc.).</li> <li>3. Participate in summer transfer one stop events.</li> <li>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.</li> <li>5. Hold a minimum of four office hours during the summer (June – August) where you serve as a live chat representative for the University, host webinars, make phone calls, host lives on Instagram, and send emails.</li> <li>6. Participate in one large group speaking opportunity that includes leading Parkside cheers and chants.</li> <li>7. Serve as a facilitator for the closing ceremony of the Kick Start program for select incoming first year students in August.</li> <li>8. Participate fully in the first two days of Ranger Welcome and then on an as needed basis for the remainder of the week.</li> <li>9. Assist with social media outreach and efforts. Volunteer for “takeover” events and actively engage followers.</li> <li>10. Actively recruit the 2025 Orientation Leader Team via participating in recruitment events (fall 2024) and providing recommendations.</li> <li>11. Other duties as assigned.</li> </ol>
<b>High Impact Statement</b>	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.
<b>Start/End Date</b>	June 1, 2024 – February 4, 2025
<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 2024.</li> <li>2. Minimum 2.25 cumulative GPA at the time of hiring and must maintain a 2.25 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.</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> </ol>
<b>Competencies</b>  <b>The “How” of the Job</b>	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:	
	<b>Career &amp; Self-Development</b>	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.
	<b>Leadership</b>	Takes charge when necessary. Skilled in coaching, facilitating, inspiring, and empowering others. Comfortable with resolving/managing conflict. Serves as a role model.
	<b>Teamwork</b>	Utilizes the skills of others to accomplish tasks. Develops a sense of team and effectively manages team dynamics.
	<b>Critical Thinking</b>	Pays attention to detail. Demonstrates ability to multitask. Makes informed decisions. Creatively solves problems. Discerns when to act and when to ask.
	<b>Diversity, Equity, &amp; Inclusion</b>	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.
	<b>Communication</b>	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).
	<b>Professionalism</b>	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.
	<b>Compensation</b>	<b>Salary</b>
<b>Meals</b>		During New Student Orientation sessions lunch will be provided. Meals are provided during the Orientation Leader retreat. Lunch is provided on some days during the Orientation Leader training period.
<b>Lodging</b>		Students have the option to live on campus for the summer but all costs are the responsibility of the student.
<b>Uniforms</b>		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.

# OL Dates & Commitments

NOTE: These dates are subject to change

Summer 2024	
Date	Event Details
May 15	OL Meeting & Contract Signing, 12:00 – 1:00pm, Virtual via Teams (meeting link to be emailed)
June 5	Orientation Leader Retreat (Day Trip) 10:00am – 5:00pm
June 6 - 7	Orientation Leader Training, 9:00am – 4:00pm, Hickory Room Student Center
June 10 - 13	Orientation Leader Training, 9:00am – 4:00pm, Hickory Room Student Center
June 14	First Year New Student Orientation Session #1 9:00am – 6:00pm
June 17	Call Campaign 1:00 – 4:00pm, Student Engagement & Connection
June 18	Social Media Campaign 1:00 – 4:00pm, Student Engagement & Connection
June 19	First Year New Student Orientation Session #2 9:00am – 6:00pm
June 21	First Year New Student Orientation Session #3 9:00am – 6:00pm
June 26	Call & Social Media Campaign 1:00 – 4:00pm, Student Engagement & Connection
July 5	7.13 NSO 6 Days Out OL Emails
July 8	Call & Social Media Campaign 1:00 – 4:00pm, Student Engagement & Connection
July 13	First Year New Student Orientation Session #4 9:00am – 6:00pm
July 17	Transfer One Stop, 11:00am – 2:00pm, Wyllie Main Place
July 18	7.26 NSO 6 Days Out OL Emails
July 23	Call & Social Media Campaign 1:00 – 4:00pm, Student Engagement & Connection
July 26	First Year New Student Orientation Session #5 9:00am – 6:00pm
August 6	Call & Social Media Campaign 1:00 – 4:00pm, Student Engagement & Connection
August 13	8.21 NSO 6 Days Out OL Emails & Call & Social Media Campaign, 1:00 – 4:00pm Student Engagement & Connection
August 19	Call & Social Media Campaign 1:00 – 4:00pm, Student Engagement & Connection
August 21	First Year New Student Orientation Session #6 9:00am – 6:00pm
August 22	Transfer One Stop, 11:00am – 2:00pm, Wyllie Main Place
August 26	Social Media Campaign 1:00 – 4:00pm, Student Engagement & Connection
August 30	International Student Orientation, 8:00am – 4:00pm Student Center
September 2	Ranger Welcome 3:00pm – 11:30pm
September 3	Ranger Welcome 8:30am – 8:30pm
September 4 - 6	Ranger Welcome (activities as your class schedule allows)

Winter 2024/2025	
Date	Event Details
December 11	OL Training Refresher, 12:00 – 1:00pm, Hickory Room Student Center
December 13	First Year New Student Orientation Session #1 9:00am – 6:00pm

January 15	Call & Social Media Campaign 1:00 – 4:00pm, Student Engagement & Connection
January 24	First Year New Student Orientation Session #2 8:00am – 5:30pm
January 29	International Student Orientation 8:00am – 4:30pm

# OL Selection Process Timeline 2024

**Step 1: Review the Application Packet & Required Dates & Commitments**

**Step 2: Submit your Application**

Applications are due by 11:59pm on Sunday May 5, 2024.

**Step 3: Round 1 Interviews**

Qualified candidates will receive an email inviting them to a first round interview on/around Monday May 6, 2024.

**Step 4: Round 2 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 will participate in a second round interview.

**Step 5: Offer Letter**

Decision letters will be sent out to all remaining candidates on/around Friday May 10, 2024.

**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.