

Hello Ranger,


We are excited that you are interested in becoming an Orientation Leader (OL) for 2025-2026!

Serving the University as an OL provides you the opportunity to assist in the transition with our newest Rangers to #RangerNation! Over the course of your time as an OL you will provide leadership to new first year 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 2029 - all while developing personally and professionally.

This information packet contains a detailed position description, including qualifications and expectations, compensation, 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 Wednesday May 7, 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!



Caitlin Dobson  
Campus Visit & Transition Experience Manager  
dobson@uwp.edu | (262) 595-2721

## Orientation Leader Position Description

<b>Name of Position</b>	Orientation Leader (OL)	
<b>Supervised By</b>	Caitlin Dobson, Campus Visit & Transition Experience Manager	
<b>Position Overview &amp; Responsibilities</b>	<p>The OL serves as a leader, supporter, facilitator, and coach to new first year 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 550 first year 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 8-20 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. 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>4. Participate in one large group speaking opportunity that includes leading Parkside cheers and chants.</li> <li>5. Serve as a facilitator for the closing ceremony of the Kick Start program for select incoming first year students in August.</li> <li>6. 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>7. Assist with social media outreach and efforts. Be a social media &amp; photography brand ambassador for the University. Volunteer for “takeover” events and actively engage followers.</li> <li>8. Actively recruit the 2026 Orientation Leader Team via participating in recruitment events (fall 2025) and providing recommendations.</li> <li>9. 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, 2025 – February 2, 2026	
<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 2025.</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>	Admissions & 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:	
	<table border="1"> <tr> <td><b>Career &amp; Self-Development</b></td><td>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,</td></tr> </table>	<b>Career &amp; Self-Development</b>
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	Leadership	understand, reflect on and regulate personal emotions. Demonstrates ability to manage stress and be adaptable/flexible.
		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 teamwork 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.
	Connectedness	Shows empathy. Demonstrates ability to build rapport and relationships based on vulnerability and authenticity. Values understanding and is committed to finding common ground 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 communicate 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 \$12.00 per hour.
	Meals	During New Student Orientation sessions brunch/lunch will be provided as well as a snack. Lunch is provided during the Orientation Leader retreat. Lunch is also provided during the Orientation Leader training period.
	Lodging	Students have the option to live on campus for the summer but all costs are the responsibility of the student.
	Uniforms	OLs will be provided with an Orientation shirt and sweatshirt, & official nametag. <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, New Student 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).

## New Student Orientation Sessions

OLs are required to participate in all New Student Orientation sessions for First Year students and designated sessions for 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 following Ranger Welcome. 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 in February.

## 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/or supervisor)

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

**Level 3:** Removal from Position (includes a conversation with Orientation Leader Coordinators, supervisor, official letter, and returning all uniform materials, etc.)

Should there be an incident that is deemed a major violation, the Admissions & New Student Services reserves the right to terminate employment without a warning or probationary period.

### **What You Can Expect as an OL**

The Admissions & New Student Services office 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 2025	
Date	Event Details
Friday May 16	OL Meeting & Contract Signing, 12:00 – 1:00pm, Admissions Conference Room
Friday June 6	Orientation Leader Retreat (Day Trip) 10:00am – 5:00pm
Monday June 9 – Friday June 13	Orientation Leader Training, 9:00am – 4:00pm, Hickory Room Student Center (Six Day Out Emails for 6/18 & 6/20 sent during training)
Monday June 16 – Tuesday June 17	Orientation Leader Training, 9:00am – 4:00pm, Hickory Room Student Center
Wednesday June 18	First Year New Student Orientation Session #1 8:30am – 6:30pm
Thursday June 19	Call & Social Media Campaign 1:00 – 4:00pm, Admissions & New Student Services
Friday June 20	First Year New Student Orientation Session #2 8:30am – 6:30pm & Send Six Day Out Email for 6/28 NSO (complete remotely)
Tuesday June 24	Call & Social Media Campaign 1:00 – 4:00pm, Admissions & New Student Services
Wednesday June 25	Call & Social Media Campaign 1:00 – 4:00pm, Admissions & New Student Services
Thursday June 26	Call Campaign 1:00 – 4:00pm, Admissions & New Student Services
Friday June 27	Call Campaign 1:00 – 4:00pm, Admissions & New Student Services
Saturday June 28	First Year New Student Orientation Session #3 8:30am – 6:30pm
Tuesday July 1	Call & Social Media Campaign 1:00 – 4:00pm, Admissions & New Student Services
Wednesday July 2	Call & Social Media Campaign 1:00 – 4:00pm, Admissions & New Student Services & Send Six Day Out Email for 7/11 NSO
Tuesday July 8	Call & Social Media Campaign 1:00 – 4:00pm, Admissions & New Student Services
Wednesday July 9	Call & Social Media Campaign 1:00 – 4:00pm, Admissions & New Student Services
Friday July 11	First Year New Student Orientation Session #4 8:30am – 6:30pm
Thursday July 17	Call & Social Media Campaign 1:00 – 4:00pm, Admissions & New Student Services
Wednesday July 23	Call & Social Media Campaign 1:00 – 4:00pm, Admissions & New Student Services
Thursday July 31	Call & Social Media Campaign 1:00 – 4:00pm, Admissions & New Student Services & Send Six Day Out Email for 8/8 NSO
Friday August 1	Call & Social Media Campaign 11:00am – 2:00pm, Admissions & New Student Services
Tuesday August 5	Call & Social Media Campaign 1:00pm – 4:00pm, Admissions & New Student Services
Wednesday August 6	Call & Social Media Campaign 1:00 – 4:00pm, Admissions & New Student Services
Thursday August 7	Call Campaign 1:00 – 4:00pm, Admissions & New Student Services
Friday August 8	First Year New Student Orientation Session #5 8:30am – 6:30pm

Wednesday August 13	Call & Social Media Campaign 10:00am – 1:00pm, Admissions & New Student Services
Thursday August 14	Call & Social Media Campaign 1:00 – 4:00pm, Admissions & New Student Services & Send Six Day Out Email for 8/22 NSO
Tuesday August 19	Call & Social Media Campaign 1:00 – 4:00pm, Student Engagement & Connection
Thursday August 21	Call Campaign 10:00am – 1:00pm, Admissions & New Student Services
Friday August 22	First Year New Student Orientation Session #6 8:30am – 6:30pm
Tuesday August 26	Social Media Campaign 1:00 – 4:00pm & Ranger Welcome Meeting, Admissions & New Student Orientation
Friday August 29	International Student Orientation, 8:00am – 2:00pm Student Center
September 1	Ranger Welcome 3:00pm – 11:30pm
September 2	Ranger Welcome 8:30am – 4:30pm, or 8:30am – 1:00pm/5:00pm-8:30pm
September 4- 6	Ranger Welcome (activities as your class schedule allows)

Winter 2025/2026	
Date	Event Details
Tuesday December 4	Send Six Day Out Email for 12/5 NSO (complete remotely)
Friday December 5	OL Training Refresher, 12:00 – 1:00pm, Hickory Room Student Center
Friday December 12	First Year New Student Orientation Session #1 8:30am – 5:00pm
Thursday January 15	Call & Social Media Campaign 1:00 – 4:00pm, Admissions & New Student Services & Send Six Day Out Email for 1/23 NSO
Friday January 23	First Year New Student Orientation Session #2 8:30am – 5:00pm

# OL Selection Process Timeline 2025

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

## Step 2: Submit your Application

Applications are due by 11:59pm on Wednesday May 7, 2025.

## Step 3: Round 1 Interviews

Qualified candidates will receive an email inviting them to a first round interview on/around Thursday May 8, 2025.

## 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 Wednesday May 14, 2025.

## 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. There will be a contract signing meeting for those offered the position on Friday May 16, 2025 from 12-1pm in the Admissions & New Student Services Office.