



UNIVERSITY OF NEW ENGLAND

ORIENTATION LEADER JOB DESCRIPTION

UNE's New Student Orientation Program assists incoming first year and transfer students and their families in successfully transitioning to the UNE campus community. Serving as an Orientation Leader (OL) is an opportunity for you, as a current student, to support your incoming peers while also developing leadership skills, increasing your knowledge of UNE, and building connections that will last your lifetime.

Qualifications

- Applicants must be currently enrolled in an undergraduate degree program at UNE and have completed one semester of coursework on campus.
- Good academic and conduct standing with a cumulative GPA of 2.25 or higher.
- Relate well with students, parents, faculty and staff.
- Sincerity, reliability, responsibility, confidence, flexibility, a willingness to help, and strong interpersonal communication skills.
- Demonstrate a desire to learn about the University of New England and its programs and policies, as well as demonstrate an intention to promote UNE positively.
- Full participation in the OL selection and training process.

Responsibilities

- Welcome students upon arrival to campus (in June and August).
- Lead activities and/or games that encourage new student interaction with OLs and one another.
- Facilitate campus tours and small group discussions during orientation sessions and New Nor'easter Days.
- Assist in organization, preparation, and implementation of orientation activities, including event set-up and breakdown as required.
- Lead discussion groups of incoming students as assigned.
- Serve as a resource person for incoming students (ie: providing directions, discussing campus services, etc.).
- Attend orientation-sponsored events for first-years, as outlined.

Expectations as an Orientation Leader

- Be an enthusiastic member of the UNE community.
- Be willing to purposefully invest in the lives of first-year and transfer students.
- Commit to attending required training sessions in the Summer and Fall.
- Be able to facilitate discussions and icebreakers in a group setting.
- Be willing to learn and grow in your leadership capacity.
- Be open and honest about your UNE experiences while also representing the University in a positive and collaborative way.
- Be passionate about your role as an orientation leader and assist in the recruitment of the next year's OL team.

Dates:

- Accepted Students Day – April 6 and 13
- Summer OL Training – Beginning June 13 or 14
- Summer Orientation – June 20-21, June 24-25, June 27-28
- Fall OL Training – Beginning August 14 or 15
- Fall Orientation – August 22-24
- New Nor'easter Days – August 25-27
- Weeks of Welcome – Hours will vary

Compensation:

Orientation Leaders will receive an hourly rate at \$14.15/hr or minimum wage