Orientation Leader – Position Description

Qualifications:
An Orientation Leader (OL) must be a current undergraduate at The University of the South who plans to enroll for study during the Advent 2018 semester. OLs should be in good academic standing and good disciplinary standing with the university. The Office of the Dean of Students is looking for students who represent the diversity of the Sewanee community in their experience and interests. OL candidates should possess a variety of qualities, including (but not limited to):

- Effective communication and presentation skills
- Ability to creatively solve problems
- Familiarity with Sewanee campus resources and services
- Enthusiasm and pride for the Sewanee campus community
- A desire to work collaboratively with other student leaders, faculty, and staff
- A commitment to mentorship and an understanding of what makes a good role model
- Dedication and an ability to adapt to unforeseen circumstances

Responsibilities:

- Serve as a representative of Sewanee and promote a welcoming environment for new first-year and transfer students
- Act as a mentor and role model for a group of 10-15 incoming students (first-year and transfer students) beginning with Orientation and continuing through the Advent 2018 semester
- Connect new students with campus resources and familiarize them with building locations
- Support the implementation of first-year programs during the Advent 2018 semester
- Communicate important university information in a variety of public settings
- Assist with the preparation and distribution of Orientation and welcome materials
- Other duties as assigned

Benefits:

- Develop leadership and communication skills
- Build meaningful relationships with university faculty, staff, and students
- Enhance your résumé
- Return to campus and move into residence halls early (August 20th)

Expectations:
The OL position requires a commitment to attend all scheduled training sessions (spring training session TBA; summer training August 20th -25th) and a significant time commitment during Orientation (August 25th-28th). Responsibilities during Orientation will require OLs to be alert and engaged from early morning until late night. Accordingly, OLs will likely not be able to participate in other forms of employment during the training and Orientation time periods. OLs will be expected to maintain relationships with their first-year student group members throughout the academic year.
**Selection Process:**
Orientation Leader staff selection consists of four steps:

1. Interested candidates should submit an application online, available online in OrgSync at [https://orgsync.com/131001/forms/315609](https://orgsync.com/131001/forms/315609).

2. Selected candidates will be invited to participate in an individual interview in mid-April with the Assistant Director of Residential Life (Bobby Silk) and the Student Directors of Orientation (Chandler Davenport and Ethan Fisher).

3. The final round of the selection process will consist of a group interview with the selection committee.

**Key Dates:**
- Friday, March 30th – Applications available
- Monday, April 9th – Applications **due by 11:59pm**
- Wednesday, April 11th – Monday, April 23rd – Individual Interviews
- Late April – Group Interview (date TBA)
- May 2016 – spring training session (date TBA)
- Monday, August 20th – OLs return to campus for training
- Saturday, August 25th – Tuesday, August 28th – Orientation