2019 Orientation Leadership Intern
Job Description

The Office of New Student Initiatives is seeking to fill the Orientation Leadership Intern (OLI) position for 2019. This role will work closely with New Student Initiatives staff to support and implement aspects of the orientation program. The OLI will serve as a leader, role model, and resource for all Orientation staff. The OLI will assist with recruitment, selection, training and mentoring of the Orientation staff. The OLI also assist with aspects of orientation program development, execution, and evaluation.

Position Responsibilities & Duties include, but are not limited to:
- Assist with development and implementation of staff trainings.
- Provide leadership and mentorship of Orientation Guides.
- Participate in orientation elements as assigned, including, but not limited to training, presentations, group facilitation, acting, administrative tasks, and evening programming.
- Additional duties as assigned.

Qualifications and Skills:
- Undergraduate student enrolled in spring (15 credits) semester and eligible to enroll for fall semester.
- 3.0 cumulative GPA or higher.
- Highly motivated, possess strong leadership skills, and willingness to learn.
- Strong interest and enthusiasm in assisting new students.
- Effective communication skills and function well within a team.
- Display awareness and application of diversity and cultural competency concepts.

Compensation:
- $10.00 hourly during the academic year.
- Orientation package: $3400, Weigand Membership, room & board from May 27-August 2.

Time Commitment:
- Partial Spring semester: 5-20 hours per week. Exact scheduling will depend on department need and student availability.
- Summer commitment: The OLI is expected to participate in all staff trainings and Orientation sessions. OLI’s should expect additional hours during training, orientations and prep days.

Applications & Selection Process:
- Interviews and selection will take place after spring break.
Please be prepared to do a brief presentation during the interview process on the following topic:

Topic: What challenges do you see facing first year students and how can these be addressed by New Student Initiatives programs, including Orientation?

Presentation Guidelines:
- Presentation will occur during the interview.
- 10 minutes will be allotted to the presentation with possible follow-up questions after the presentation.
- Examples and/or visuals are highly encouraged.
- Take time to address the topic listed above by expanding on ideas and plans you may have.

There may be opportunities for OLIs to expand their orientation leadership throughout the academic school year.