

ORIENTATION LEADER

2018 POSITION DESCRIPTION & APPLICATION INSTRUCTIONS

Who are Orientation Leaders?

Orientation Leaders are members of the Orientation and Family Connections staff. Orientation Leaders are current undergraduate NIU students who facilitate small group discussions with new students, answer questions, provide directions and help to ease the transition to NIU during orientation.

Responsibilities

Orientation Leaders are responsible for creating a welcoming and inclusive environment at orientation. This includes working in a positive manner with the entire Orientation and Family Connections staff, campus partners, new students and family members.

Specific responsibilities include:

- Facilitate numerous large and small group discussions on a variety of topics related to student success. This includes academics and student life.
- Be knowledgeable of campus resources, engagement and involvement opportunities.
- Serve as a role model, answer questions about student life and direct students to appropriate campus offices.
- Represent NIU and share your experiences as a student in an honest, positive and authentic manner.
- Assist with course registration during orientation programs.
- Prepare all orientation programming materials and set-up of orientation program.
- Attend and participate in all orientation leader trainings and activities.
- Attend and work all required orientation programs during summer 2018.
- Demonstrate sensitivity to diversity/appreciation of difference of our new students, families and fellow orientation staff members.
- Develop and demonstrate strong leadership and communication skills (including verbal and nonverbal).
- Develop and demonstrate flexibility, critical thinking and conflict management skills.
- Serve in a community advisor role during the overnight portion of the program and address any issues that may occur on the floor.
- Work with the Orientation and Family Connections staff to produce high quality, organized and informative orientation programs.

Orientation Leader Important Dates/ Time Commitments 2018

(Dates subject to minor changes)

Date/Time	Activity
Wednesday, February 21 (3:30-6 p.m.)	2018 Orientation Team Training Kick-Off
Friday, February 23-24	OL Overnight Retreat
Wednesday, March 7 (3:30-6 p.m.)	OL Training
Wednesday, March 21 (3:30-6 p.m.)	OL Training
Wednesday, March 28 (3:30-6 p.m.)	OL Training

Wednesday, April 4 (3:30-6 p.m.)	OL Training
Wednesday, April 11 (3:30-6 p.m.)	OL Training
Wednesday, April 18 (3:30-6 p.m.)	OL Training
Wednesday, April 25 (3:30-6 p.m.)	OL Training
Wednesday, May 2 (3:30-6 p.m.)	OL Training
Friday, May 4 (TBA)	Reading Day Training Workshop
May 21-June 6 (FULL DAYS)	Orientation Student Staff Training
June 7-August 7	Orientation for First-Year Students
August TBD	End of Summer Celebration

Terms of Employment

Orientation Leaders must have at least a 2.5 cumulative grade point average to apply and must maintain at least a 2.5 cumulative grade point average during affiliation with Orientation and Family Connections. Orientation Leaders also must be in good disciplinary standing with NIU. *Orientation and Family Connections will verify your academic and disciplinary standing as part of this application process.*

Orientation Leaders must also be able to:

- Work 28 hours a week during summer training and first-year orientation programs.
- Live in a university residence hall during first-year orientation programs.
- Attend all required training sessions and orientation programs.

Compensation

Orientation Leaders will receive:

- \$8.50 per hour during spring 2018 training.
- \$2,000 stipend for summer training and first-year orientation programs.
- Lodging in university residence hall during summer training and orientation programs.
- Meals while working first-year orientation programs.

Application and Selection Process

Step One: Attend an Orientation Staff 101 Session.

All applicants MUST attend ONE of the following mandatory applicant 101 information sessions. You'll learn more about being an Orientation Leader and how to apply.

Date	Activity	Location
Thursday, October 26 at 5:30 p.m.	Information Session 1	DuSable Hall, Room 206
Wednesday, November 15 at 5 p.m.	Information Session 2	DuSable, Room 206
Tuesday, November 28 (6:30 p.m.)	Information Session 3	Stevenson Residence Hall, Multipurpose Room

Step Two: Complete and submit an online application.

Completing an application is easy. Visit go.niu.edu/applytoday

You'll need to:

- Fill out your background information.
- Upload your resume and essay answer.
- Submit your application.
- Remember, it's due on Friday, December 1 by midnight.

Step Three: Participate in Group Interviews

Group interviews are the first part of the interview process and all candidate who meet academic and disciplinary requirements. During this interview, you'll participate in a variety of group and individual activities which will help the selection committee get to know you better. In order to be considered as an Orientation Leader, you must participate in group interviews.

Step Four: Individual Interview

If selected after you complete your group interview, you'll be invited to interview with the selection committee.

Selection Timeline

Activity	Date
OL Applications Due	Friday, December 1 by midnight
OL Group Interviews Notification	Tuesday, December 5
OL Group Interviews (if selected)	Tuesday, January 23 (5-6:30 p.m.)
OL Group Interviews (if selected)	Wednesday, January 24 (5-6:30 p.m.)
Individual Interview Notification	Thursday, January 25
Individual Interviews (if selected)	January 30-February 13
Position Offer- OL Notification	February 15

If you have any questions about the application or selection process, please contact us at orientation@niu.edu or at 815-753-1535.