

New Student Programs

2017-2018 Orientation Leader

General Information

New Student Programs, a unit within the University College, offers students, families, the campus, and community intentional opportunities to connect during the various transitions throughout the Saluki experience. By providing these connections, New Student Programs helps facilitate the integration of students and families into the intellectual, cultural, and social climate of Southern Illinois University and the greater community.

Orientation Leader Position Description

To help implement the programs and services outlined, New Student Programs will select dynamic and mature undergraduate students to serve as **Orientation Leaders (OLs)** with New Student Programs (NSP). Orientation leaders work together to implement various programs and services for first-year students, transfer students, and family members/guests throughout their first year experience and beyond. Orientation leaders work closely with NSP staff in the organization and implementation of New Student Orientation, Saluki Startup/Weeks of Welcome, Saluki Sprint, retention programming, Saluki Family Weekend, Saluki Family Association, and other programs.

GENERAL RESPONSIBILITIES

- Complete all required trainings to remain employed by New Student Programs
- Serve as a professional representative of New Student Programs during all orientations and events
- Serve as a role model for new students by displaying mature and responsible behavior
- Assist in providing a welcoming campus experience for students and their family members/guests
- Acquaint new students and families with campus academic resources and social standards
- Facilitate activities and discussions with small and large groups of students
- Assist with overnight guest housing program
- Assist with transition and retention programs set by the NSP staff
- Be aware of new students' concerns and transitional issues
- Encourage new students and families to participate in New Student Orientation, Saluki Startup, Weeks of Welcome, Family Weekend and Saluki Sprint activities
- Assist NSP staff and advisers with their sessions/programs
- Serve as student panelists during New Student Orientation and other university events
- Assist with class registration process for new and transfer students
- Perform reasonable manual labor setting up orientations and events
- Lead campus tours with groups of students, family members, and guests.
- Understand and be able to demonstrate SIU Technology (i.e. SIUonline, SalukiNet)
- Participate in supplemental training sessions as needed
- Perform administrative tasks as needed
- Other duties as assigned

ORIENTATION LEADER BENEFITS

- Hourly wages based on student employment pay scale
- Gain leadership development, as well as teamwork and public speaking skills
- Network with SIU administrators, faculty and staff
- Build relationships with incoming students and other orientation leaders
- Gain knowledge of the resources, services and opportunities provided at SIU

Qualifications

Orientation Leaders need to meet the following qualifications unless otherwise approved by the Director or Assistant Director of New Student Programs.

- Must be available to work spring and summer for New Student Orientations, to include some Saturday events
- Must be available for Saluki Startup, Weeks of Welcome, Saluki Family Weekend and additional New Student Orientations during the Fall 2017 semester (See dates listed below)
 - New Student Orientation: April 20, April 23, April 30, May 5, May 18, May 21, June 1, June 11, June 15, June 16, June 29, July 14, August 17
 - Saluki Startup Leader Training: August 13 – 15, 2018
 - Saluki Startup: August 16 – 19, 2018
 - Weeks of Welcome: August 20 – September 28, 2018
 - Saluki Sprint: TBD
 - Saluki Family Weekend: TBD
- Must attend all weekly staff training on Tuesday evenings 5:30PM – 7:30PM.
- Must attend the staff retreat on Saturday, February 17, 2018 to Sunday, February 18, 2018
- Must be a full time student at SIU Carbondale – 12 or more credit hours in the fall and spring semesters
- Maintain a GPA of 2.50 for the length of employment
- Good conduct standing with the University

Expectations

Orientation Leaders must demonstrate the following traits:

- Accept the responsibility of being a student leader and follow the expectations set by New Student Programs
- Initiative, ability to work independently
- Attention to details
- Arrive to work on time with a positive attitude ready for work
- Critical thinking and problem solving skills
- Adherence to guidelines set forth by New Student Programs, especially those involving student confidentiality
- Strong interpersonal and communication skills and the potential to further develop
- Knowledge of and commitment to the mission of SIU and the goals of New Student Programs
- Ability to manage time and work effectively and efficiently
- Ability to work in a team environment
- Interest in working with diverse groups of staff, new students, family members/guests
- Possess a sincere desire to help students succeed at SIU
- Willing to learn to relate to individuals from diverse backgrounds
- Strong desire to learn about all of the resources, services, opportunities, policies and people at the University

Staffing Schedule and Terms of Employment

Orientation Leaders are employed December 2017 – December 2018. The estimated weekly time commitment for Orientation Leaders is 8-10 hours per NSO program, with 12 NSO events scheduled from April-July. Additional opportunities to work may be available. Hours during Saluki Startup, Weeks of Welcome, Saluki Sprint and Family Weekend will vary based on the needs of the department and program (OLs are **REQUIRED** to be in attendance).

Application Process

To apply for an Orientation Leader position, please go to nsp.siu.edu/leadership_employment. Applicants will also be required to have reference contact information submitted for two full-time staff members of Southern Illinois University Carbondale. Questions about the Orientation Leader position and application process should be directed to the New Student Programs office at 618/453-1000 or orientation@siu.edu.