Thank you for your interest in the Orientation Leader position. We are excited to begin the selection of our team. Collectively, Orientation Leaders are responsible for introducing Southern Illinois University Carbondale to new students along with their parents and family members. The purpose of an Orientation Leader is to build relationships with incoming students and their guests at New Student Orientation (NSO) and to ease their transition to SIU. Please carefully read the entire packet and follow all directions.

### Orientation Leader Job Description & Details

Review/Selection Process

**Group Interviews:**

All candidates who meet the eligibility requirements will be invited to participate in a group interview. After submitting your application, you will receive an email with a link that will direct you to sign up for a group interview. Group interviews will be held Tuesday, January 28th through Thursday, January 30th. You will select one time slot for your group interview.

**Individual Interviews:**

Candidates selected to participate in individual interviews will be notified via email after group interviews are completed. Individual interviews will be held the week of February 3rd.

**Interview Tips:**

- In the interviews, be yourself! Don’t assume that the committee is only looking for a certain type of person to make up the orientation team. Be you and not who you think the committee wants to see!
- We are looking for enthusiastic and optimistic students who are passionate about SIU and possess a sincere desire to help students succeed at SIU.
- The recommended attire for the interview process is **Business Casual**.

**Selection:**

Applicants selected as Orientation Leaders will be notified via email by Wednesday, February 12th.

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<table>
<thead>
<tr>
<th>Orientation Leader Selection Timeline</th>
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<tbody>
<tr>
<td>Wednesday, November 13</td>
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<tr>
<td>Friday, January 24</td>
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<tr>
<td>Tuesday, January 28 – Thursday, January 30</td>
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<tr>
<td>Friday, January 31</td>
</tr>
<tr>
<td>Monday, February 3 – Friday, February 7</td>
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<tr>
<td>Wednesday, February 12</td>
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</tbody>
</table>
REQUIREMENTS, RESPONSIBILITIES & EXPECTATIONS

ELIGIBILITY & ACADEMIC REQUIREMENTS
- Be a full or part-time student at SIU Carbondale
- Maintain a GPA of 2.50 throughout the term of employment
- Maintain good academic and disciplinary standing throughout the term of employment

RESPONSIBILITIES
- Complete all required trainings to remain employed by New Student Programs (Dates listed on page 3)
- 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
- Gain knowledge of campus resources, services, opportunities and policies in order to assist incoming students and guests
- Facilitate activities and discussions with small and large groups of students
- Assist with overnight guest housing and programming
- Assist with transition and retention programs set by the NSP staff
- Encourage new students and families to participate in New Student Orientation, Saluki Startup, Weeks of Welcome, Family Weekend and Saluki Sprint activities
- Serve as assistant panelists during New Student Orientation and other University events
- Attend one-on-one meetings with New Student Programs’ Assistant Director
- Perform reasonable manual labor setting up orientations and events
- Lead campus tours with groups of students, family members, and guests
- Other duties as assigned

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 and ability to work independently
- Demonstrate professionalism at all times
- Attention to detail
- Arrive to work on time, with a positive attitude, and 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 and willingness to relate to individuals from diverse backgrounds
- Possess a sincere desire to help students succeed at SIU
TIME COMMITMENT

*All schedules provided are subject to change.
**All required activities are paid events except for the staff retreat February 28-29.

### 2020 Training Schedule & Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Feb 17</td>
<td>Training</td>
<td>3-5:00 p.m.</td>
<td>SSB 150/160</td>
</tr>
<tr>
<td>Friday, February 28 – Saturday, February 29</td>
<td>Orientation Team Retreat (Touch of Nature)</td>
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<tr>
<td>Monday, March 2</td>
<td>Training</td>
<td>3-5:00 p.m.</td>
<td>SSB 150/160</td>
</tr>
<tr>
<td>Monday, March 16</td>
<td>Training</td>
<td>3-5:00 p.m.</td>
<td>SSB 150/160</td>
</tr>
<tr>
<td>Monday, March 23</td>
<td>Training</td>
<td>3-5:00 p.m.</td>
<td>SSB 150/160</td>
</tr>
<tr>
<td>Monday, March 30</td>
<td>Training</td>
<td>3-5:00 p.m.</td>
<td>SSB 150/160</td>
</tr>
<tr>
<td>Monday, April 6</td>
<td>Training</td>
<td>3-5:00 p.m.</td>
<td>SSB 150/160</td>
</tr>
<tr>
<td>Monday, April 13</td>
<td>Training</td>
<td>3-5:00 p.m.</td>
<td>SSB 150/160</td>
</tr>
<tr>
<td>Monday, April 20</td>
<td>Training</td>
<td>3-5:00 p.m.</td>
<td>SSB 150/160</td>
</tr>
<tr>
<td>Monday, May 4</td>
<td>Training</td>
<td>3-5:00 p.m.</td>
<td>SSB 150/160</td>
</tr>
<tr>
<td>Wednesday, August 12</td>
<td>Startup Training</td>
<td>TBD</td>
<td>TBD</td>
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<tr>
<td>Thursday, August 13 – Saturday, August 15</td>
<td>Saluki Startup</td>
<td>TBD</td>
<td>TBD</td>
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### Orientation Schedule

All orientation programs will be held in the Student Center.

**APRIL**
- Monday, April 27: Freshman Orientation 6:30am - 6:00pm

**MAY**
- Friday, May 29: Freshman Orientation 6:30am - 6:00pm
- Saturday, May 30: Transfer Orientation 6:30am - 6:00pm

**JUNE**
- Friday, June 5: Freshman Orientation 6:30am - 6:00pm
- Monday, June 8: Transfer Orientation 6:30am - 6:00pm
- Friday, June 12: Transfer Orientation 6:30am - 6:00pm
- Saturday, June 13: Freshman Orientation 6:30am - 6:00pm
- Friday, June 19: Freshman Orientation 6:30am - 6:00pm

**JULY**
- Saturday, July 11: Freshman Orientation 6:30am - 6:00pm

Saluki Startup is a fun-filled weekend prior to the start of the fall semester consisting of social events to acclimate new students to campus. Orientation Leader needs for this programming will be determined and communicated during summer 2020.

Additional work opportunities may include Weeks of Welcome activities, Saluki Family Weekend and Saluki Sprint. Dates to be determined.
**COMPENSATION**

New Student Programs abides by the SIU Human Resources student employment policies. All rules and regulations that apply to traditional student work positions also apply to the Orientation Leader position. Hourly wages are based on the student employment pay scale.

Some meals are provided during New Student Programs training and events. A staff shirt will be provided along with other awesome SIU swag.

*Note: All required activities are paid events except for the staff retreat February 28-29.*