

## **Orientation Leader**

### **Position Description:**

The Student Life Office is seeking well-rounded students who represent Wartburg and its collegiate experiences to serve as Orientation Leaders, participating in SOAR Days, Fall Orientation, and Winter Orientation. Individuals will assist in the recruitment and orientation process of over 500 new students and their families.

Orientation Leaders serve as student life paraprofessionals who provide resources and services to new students, guests and anyone else needing information concerning orientation. Staffs members are part of a team who assist in the planning, coordination, implementation and evaluation of an orientation program designed to assist new students make a smooth transition to academic and student life at Wartburg. The number of positions is dependent on new student enrollment and the number of classes offered. Any potential candidate must meet the minimum criteria and observe the commitments below.

This position will be responsible for approximately twenty-five new students (first year, transfer or International) which will take part in Fall Orientation. Persons must contact new students during summer months and participate in at least two SOAR days (either May or June). The position is also required to participate in training (during winter term and the week before Fall Orientation).

During Fall Orientation, the following tasks will be expected from Orientation Leader:

- Assist faculty during academic sessions of Fall Orientation
- Facilitate discussions with new students
- Participate in all Fall Orientation events (training and programming)
- Assist with any set up or clean up that may be associated with orientation events when needed
- Assist in explaining and enforcing Wartburg College policy at all orientation events
- Provide customer service to all new students, family, friends and visitors during Fall Orientation and SOAR dates
- Meet with group and maintain contact with throughout the school year and report activity to Director of Student Engagement
- Complete evaluation of Fall Orientation
- Perform other duties as assigned

Orientation Leaders will gain the following experiences and skills:

- Facilitation and public speaking skills
- Ability to identify resources on campus
- More knowledge about campus life and Wartburg College
- Further enhance leadership skills
- Working with groups and persons with varying needs
- Being a part of a team experience

Qualifications for Selection:

- Demonstrate academic proficiency (minimum cumulative GPA of 2.5)

- Academic status of Sophomore, Junior or Senior (as of the end of the 2020-21 academic year)
- Clean conduct record
- Strong communication skills
- Wide range of campus experiences and involvement
- Positive attitude of Wartburg College
- Ability to be a team member and desire to work with diverse group of people

If you are interested in serving on Orientation Staff, you may not already be committed to being a Resident Assistant or Pathways Peer. Applicants are allowed to apply for more than one of these positions, but if selected will be asked to only commit to one of these activities. These other positions have conflicting training obligations and would not allow you to fully participate in Orientation training and events.