

Orientation Leader

Position Description:

Wartburg College Offices of Student Engagement and First Year Experience are seeking well-rounded students who represent Wartburg and its collegiate experiences to participate in SOAR Days, Orientation, and Winter Orientation as Student Orientation Staff. Individuals will assist in the recruitment and orientation process of over 500 new students and their families.

Orientation staff members serve as student life paraprofessionals who provide resources and services to new students, family 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 New Student 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 New Student 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 New Student 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 2019-20 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.

Commitments:

The following is a list of commitments for the Student Orientation Staff position: (Please note that we have tried to list all possible commitments: however, there may be additions or changes to this list)

Staff Kick-Off (Winter Term)

Staff Training (Winter Term)

Staff Photo Shoot (Winter Term)

Two or more of the SOAR Days (May 9th, June 4-5th, June 8th-9th, June 15th)

Orientation Training (Monday, August 24th – Friday, August 28th)

Fall Orientation — (Saturday, August 29th-Tuesday, Sept. 1st)

Provide programming & communication for orientation group once a month during Fall

Renumeration:

- Hourly pay for training sessions, meetings and Orientation events
- Room and Board provided for early move-in and Fall 2020 training
- Room and Board provided for SOAR Day assistance (if needed)

Application:

https://forms.office.com/Pages/ResponsePage.aspx?id=Zz0YCDk-hEaa3sY-MTzbCX_9rV8WiYxJuAanX1diYhhURFBUVIIVUFNGOVg2QkwxMzZRTDEzSkIMSS4u