

## Orientation Leader (OL) Position Description

- **Job Description:** Orientation Leaders are responsible for welcoming and orienting incoming students, families, and guests to West Chester University during all New Student Orientation programs offered for incoming students. Our team facilitates a fun and welcoming environment for students to feel connected with WCU.

### Responsibilities:

- Lead and guide a group of up to 25 incoming students throughout their orientation day.
- Educate incoming students about campus resources, involvement opportunities, and policies/procedures.
- Work all mandatory training and orientation events.
- Facilitate icebreakers with incoming students in small and large groups.
- Conduct 30–45-minute campus walking tours as a part of the orientation leader role.
- Engage with WCU family members, guests, faculty, and staff to assist with New Student Program events.
- Orientation day-of logistics including check-in, event set-up, providing on-site directions, etc.
  - Event set-up can include but is not limited to lifting items such as boxes, tables, and chairs.
- Serve as a role model and mentor to incoming students as they make their transition to college and throughout the student's first semester.
- Engage in virtual communication with new students including email campaigns, zoom meetings, and other virtual events when deemed appropriate.
- Help in the management and facilitation of events during Welcome Week
- Engage with first-year students throughout their fall semester; this might include in-person meet and greets, office hours, virtual meetings, social events, email check-ins, etc.
- Assist with preparing orientation and welcome week logistics including stuffing parent bags, transporting orientation or welcome week tents, signs, and other materials, etc.

### Expectations:

- Take initiative and be task-oriented.
- Attain adaptability through continual change and new opportunities.
- Exemplify organization and attention to detail.
- Demonstrate an appreciation of cultural differences and support diversity and inclusion.
- Possess a sincere desire to serve WCU's incoming students, families, and guests.
- Demonstrate an understanding and insight for the purpose of orientation.
- Demonstrate effective leadership skills.
- Support all University policies and procedures, faculty, and staff.
- Communicate effectively in a public setting and within a team environment.
- Support the mission, vision, values, and goals of the Office of New Student Programs and enrollment management efforts, the Division of Academic Affairs, and West Chester University

### Requirements:

- Current WCU Degree Seeking undergraduate student and enrolled in classes for the spring 2024 and fall 2024 semesters. Must remain in active enrollment with the University for the position's duration.
- Comply with the University Student Code of Conduct and be in good standing as a full-time WCU student.
- Must comply with all public health mandates as they arise (i.e., wearing a mask, etc.)
- **Must have the availability to attend all training, orientation, and welcome week dates. All conflicts must be brought to New Student Program's attention in writing during the interview process and/or before accepting a position. Candidates will not be considered if they need to miss more than 2 dates (inclusive of training, orientation, or welcome week).**

### **Compensation:**

- Orientation leaders will be paid \$11.00 per hour.
- On-campus housing during the weeks of June/July orientation and training (optional).
- Early move-in opportunity for those living on campus in Fall 2024 for working Transfer Orientation and Welcome Week events.
- Meal swipes into the Commons Dining Hall for weeks of working orientation sessions, training, and Welcome Week.
- New Student Programs branded polo, rain jacket, backpack, and other spirit gear.

### **Orientation 2025 Dates: TBD (Shown are 2024 dates)**

#### **First-Year Orientation Training (7 days):**

- Monday, June 10- Friday June 14
- Monday, June 17-Tuesday June 18
- ***University closed in observance of Juneteenth, Wednesday, June 19***

#### **First-Year Orientation Days (10 days):**

- Thursday, June 20 & Friday, June 21
- Tuesday, June 25- Friday, June 28
- ***No sessions the week of July 1***
- Tuesday, July 9- Friday, July 12

*(There will be a well-deserved break to recharge, go home, or take a vacation, July 13<sup>th</sup> – August 10<sup>th</sup>)*

#### **Transfer Orientation Training (1 day):**

- Monday, August 12

#### **Transfer Days (3 days):**

- Tuesday, August 13- Friday, August 16

**Adult Learner Orientation:** *Not all OLs will be needed for these events.*

- Friday, August 16 (evening)

**Virtual Orientation:** *Not all OLs will be utilized for this event.*

- Monday, August 19

#### **Welcome Week Training (1 day):**

- Tuesday, August 20

#### **Welcome Week (5 days):**

- Wednesday, August 21-Sunday August 25

#### **January Orientation 2025:**

- Friday, January 10, 2025 – In Person, and Friday, January 17, 2025 - Virtual