Position Information

- We are hiring 12 Orientation Leaders (OLs).
- Interested candidates are highly encouraged to attend an OL information session or to schedule a meeting with Susan Damaschke, Coordinator of First Year Student Retention, so that all candidates understand the commitments and responsibilities of the position.
- Total remuneration includes: Summer housing (with another OL), meals during programs, and $100 declining balance towards meals starting July 1; $2100 stipend; staff gear.

Candidate Requirements

- Applicants must be attending classes at Monmouth University as a fulltime undergraduate in the Fall Semester of 2012.
- Applicants must have a minimum of a 2.5 cumulative GPA.
- Applicants must be in good standing with the student code of conduct. Conduct violations will be considered in the application process.
- Candidates must be able to commit to all training and programming dates described below.

The Application Process

- You will need to complete two processes to be considered for this position: the written portion and interview portion.

☐ WRITTEN PORTION:
  1. **APPLICATION due Friday, February 3rd at noon.** The application link is available on Monmouth University’s website.
  2. **RESUME due Friday, February 3rd at noon.** A resume of leadership and employment experience must be submitted to Susan Damaschke at sdamasch@monmouth.edu.

☐ INTERVIEW DAY (Saturday, February 11th):
  - **Group Process (morning):** Candidates will participate in group activities to demonstrate their leadership abilities.
  - **Individual Interview (afternoon):** Each candidate will sign up on Interview Day for an individual interview with members of the Orientation Staff to review their qualifications.
- Decisions regarding your application for this position will be available by Monday, February 20th.

For more information, contact:
Susan Damaschke, Coordinator of First Year Student Retention
Student Center, 2nd floor
(732)-571-3590
sdamasch@monmouth.edu
Summer 2012 New Student Orientation
Orientation Leader (OL) Job Description

About the Orientation Program and Structure
The Division of Student Services and the Center for Student Success work together to coordinate the New Student Orientation program which includes: first-year student advising, class registration, academic programming, social and personal development, and the orientation to University services and the campus community.

Position Overview
As an Orientation Leader (OL) I am eager to assume responsibility for presenting Monmouth University and myself in a positive and constructive manner to the new students. I will make every effort to provide new students with a thorough understanding of the University’s goals, standards, expectations, and opportunities. I will endeavor to promote and demonstrate a genuine concern and interest for all of the people participating in the New Student Orientation program. I will make every effort to communicate with new students, their families, my student colleagues, and University officials in a positive manner.

Length of Service (DATES ARE TENTATIVE):
- Spring Training (May 9-11, 2012)
- Summer Training (July 1 - July 8, 2012)
- Orientation Program (July 9 – July 26, 2012)
- Welcome Week (August 30 – September 12, 2012)

Orientation Leader – Overall Duties and Responsibilities
1. Collaborate with the Coordinator of First Year Student Retention, the division of Student Services and the Center for Student Success to implement the university orientation programming for new students.
2. Role model positive and engaged student leadership for new students at all times.
3. Actively participate in all staff training and development sessions.
4. Present accurate information regarding campus facilities, programs and services to new students and their families.
5. Develop community within your small group during each session.
6. Facilitate multiple orientation workshops with your orientation partner.
7. Act in one or more skits addressing common transitions issues during the first year of college.
8. Assist with the “behind the scenes” of new student orientation.
9. Serve “on-duty” rotation in the residence halls during overnight Orientation programs. Living in residence throughout all training and orientation programs is a requirement of this position.
10. Participate in debriefing meetings following each orientation session.
11. Assist in programming during the University’s Welcome Week (first week of classes in fall semester).
12. Complete other duties as assigned.
Returning Orientation Leaders will be asked to complete additional duties that may include: planning student staff development activities, facilitating student staff training sessions, and increased responsibilities during the orientation program.

### Position Requirements

**SPRING SEMESTER**
- Maintain a cumulative GPA of 2.5 and remain in good standing with the student code of conduct.
- Attend any and all spring staff meetings.
- Participate in the May Student Staff Retreat (May 9-11, 2012).

**SUMMER TRAINING AND PROGRAM DATES**
- **NOTE:** Commitment to this position is imperative and you may not work another job or take any classes during the weeks of training and New Student Orientation Programs.
- Summer Training Period (July 1- July 8, 2012). Training hours will begin at 9:00 AM and will continue into the evening hours.
- Orientation Programs (July 9 – July 26, 2012)
  - Session 1: July 9- July 10, 2012
  - Session 2: July 11- July 12, 2012
  - Session 3: July 16- July 17, 2012
  - Session 4: July 18- July 19, 2012
  - Session 5: July 23- July 24, 2012
  - Session 6: July 25- July 26, 2012
- Residence Hall Check-out: July 27, 2012

**TRANSFER ORIENTATION AND WELCOME WEEK (August 30 – September 12, 2012)**
- Attend preparation meeting (TBD).
- Assist with Transfer/Part-Time Orientation and Make-up Summer Programs.
- Assist with move-in and Welcome Week activities. You will be asked to complete 20-25 hours of service in this period of time. Specific Welcome Week schedule and responsibilities will be determined over the summer. If you will be serving as an RA or if you are an athlete, arrangements will be made so you can fulfill both obligations.
- Resident student OLs will be permitted to move back to campus as early as August 30, 2012 (dependent upon individual Welcome Week assignments). Resident OLs may be required, however, to assume a temporary housing assignment during Welcome Week if their permanent assignment is not ready. Commuter OLs cannot be provided housing during this period.
- Additional Fall 2012 dates may also be included.

**Remuneration**
- Housing will be provided for the OLs from July 1, 2012 – Friday, July 27, 2012. You will be living with another member of the Orientation Student Staff.
- OLs will be provided $100 declining balance to be used at Monmouth Food Services locations for the duration of their summer commitment. You will also be provided meals during training and Orientations Programs.
• OLS will receive a stipend of $2,100 (taxes will be taken out of your paycheck as per Student Employment paperwork) for their service. Payment schedule will be released with pay days are determined by Student Employment.
• OLS will receive three (3) New Student Orientation staff shirts that must be worn during New Student Orientation programs and Welcome Week activities and programs.