



## 2016 Orientation Leader Position Description

Orientation Leaders (OLs) serve the University of Tennessee by helping to welcome and transition more than 12,000 new students and parents to the university while interacting with first-year students, transfer students, parents, non-traditional students, university faculty and administrators, and the other OLs. They serve as peer advisors and resources, as well as role models, for program participants. These programs include: The New Vols Experience, Welcome Week, and Family Weekend. An OL must be flexible and always ready and willing to make decisions, accept new tasks, or take on additional responsibilities. Being an OL requires a total “team” effort.

### ROLE DESCRIPTION:

- Serve as a **ROLE MODEL** for new students by displaying the responsibility and maturity of an upper class student. This includes adherence to all University guidelines and Housing policies.
- Staff and represent the University of Tennessee in all one day and two day orientation sessions.
- Lead small group sessions for first-year and transfer students.
- Assist in the organization and preparation of orientation (first-year, transfer/adult, and parent/guest), Welcome Week, and Family Weekend.
- Familiarize new students with campus services and activities.
- Serve as a resource when new students have a concern or problem. Be knowledgeable of campus services to provide referrals for new students and their parents.
- Contribute to all preparation for the Southern Region Orientation Workshop (SROW) including song/skit/dance competition, banner competition, t-shirt design, education sessions, etc.
- Participate in the creation and production of various orientation performances, presentations, and evening activities.
- Display initiative in assisting incoming students and parents/guests with special needs and concerns.
- Assist with new students’ transition into the University of Tennessee.
- Support and help prepare for all Orientation and Transition initiatives and events.

### QUALIFICATIONS:

- Be committed to fulfilling the Office of Orientation and Transition’s mission and vision.
- Demonstrate a commitment to the University of Tennessee and a willingness to serve others.
- Exhibit qualities of a student leader: reliable, responsible, confident, flexible, positive attitude, strong work ethic, teamwork, strong communication and interpersonal skills, problem solver, takes initiative, and able to manage conflict.
- Maintain a 2.5 minimum cumulative GPA, be in good academic standing with the University of Tennessee, and uphold the University standards of conduct.

**Because of scheduling demands, Orientation Leaders are not able to enroll in Summer Term or mini-term classes. Orientation Leaders are also required to disaffiliate from their organizations during the summer.**

### TIME COMMITMENTS:

The Orientation Leader position begins in January 2016 and OLs are expected to serve through December 2016.

### Fall 2015 Semester

- First OL Team Meeting November 23rd

### **Spring 2016 Semester**

- Attend off campus OL retreat (February 2016).
- Participate in weekly Orientation Leader class sessions on Mondays from 2:30 - 5:00 p.m. throughout the Spring 2016 semester. We will automatically register you for this class. Class date/time is subject to change.
- Attend the Clifton M. Jones Leadership Conference & MLK Day of Service (January 2016)
- Serve on a committee to prepare for the Southern Regional Orientation Workshop (SROW).
- Meet outside of class to get ready for SROW.
- Attend SROW March 11-13, 2016 at East Carolina University

### **Summer 2016**

#### **New Vols Experience**

The following dates are subject to change:

- |              |               |
|--------------|---------------|
| • June 1     | • June 27-28  |
| • June 2-3   | • June 29-30  |
| • June 6-7   | • July 6      |
| • June 9-10  | • July 7-8    |
| • June 13-14 | • July 11 -12 |
| • June 15-16 | • July 14-15  |
| • June 16-17 | • July 18-19  |
| • June 19-21 | • August 10   |
| • June 20-21 | • August 11   |
| • June 23-24 |               |
- Provide assistance to new students and families throughout the orientation program.
  - Training begins on May 15, 2016 and continues until the first orientation session in late May. The training schedule involves working every day including weekends.
  - Participate in weekly staff meetings on Sunday nights in the summer.
  - Serve in a leadership capacity at **all** summer orientation sessions including First-year, transfer, adult, and parent orientation programs.
  - Weekly time commitments for this position begin Sunday evening through Friday evening.
  - Assist with preparation of orientation materials and other duties as assigned by Orientation and Transition staff

### **Fall 2016 Semester**

- Serve as a Welcome Leader during Welcome Week in August 2016. Participation includes Welcome Leader Retreat, First-Year move-in, information tables, and other events to be determined.
- Assist with 2016 Fall Family Weekend. (Date TBA)
- Support the 2017 Orientation Leader recruitment efforts

**\*If you would like to apply but already know of a conflict with one of the items/dates listed above, please contact Jamil Price at [jamil@utk.edu](mailto:jamil@utk.edu) to discuss potential options. \***

### **Compensation**

During the months of May, June, July, and August Orientation Leaders will receive a stipend following the completion of Welcome Week responsibilities. Total financial compensation for May through August is \$2,350 in addition to an Orientation and Transition rain jacket (note: this is a pre-tax amount. Taxes will be taken out of this total). Money will be disbursed in monthly increments with payment beginning the end of May and continuing through the end of August. Orientation Leaders will also receive a scholarship that will be applied for the spring 2017 term, following their participation and completion of Welcome Week 2016, Fall Family Weekend 2016, Orientation Leader recruitment efforts, Orientation Leader Reunion, and Fall Orientations for students starting in the spring 2017 term.

Housing will be provided during summer orientation for all Orientation Leaders.