



2016 Family and Guest Orientation Leader Position Description

Family and Guest Orientation Leaders (FGOLs) serve the University of Tennessee by helping to welcome and transition families and guests of New Vols to the university. These students will primarily focus on working with families and guests but will have interactions with first-year students, transfer students, non-traditional students, university faculty and administrators, and other members of the Orientation team. Family and Guest OLs work the following programs: The New Vols Experience, Welcome Week, and Family Weekend. A FGOL must be flexible and always ready and willing to make decisions, accept new tasks, or take on additional responsibilities. Being a FGOL 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 families and guests attending orientation.
- Assist with Orientation (first-year, transfer/adult, and family/guest), Welcome Week, and Family Weekend.
- Familiarize families and guests with campus services and activities through campus tours at orientation.
- Serve as a resource when families/guests/new students have a concern or problem. Be knowledgeable of campus services to provide referrals for new students and their families.
- Assist with orientation presentations and presenter introductions for Family and Guest Orientation sessions.
- Serve as a panelist for various Family and Guest orientation sessions.
- Assist with Parents Association memberships at orientation.
- Mix and mingle with families and guests at various events, including the Family Reception during orientation.
- Help create & produce various orientation performances, presentations, & evening activities.
- Display initiative in assisting incoming students and families/guests with special needs and concerns.
- Contribute to all preparation for the Southern Region Orientation Workshop (SROW) including song/skit/dance competition, banner competition, t-shirt design, education sessions, etc.
- Assist with families/guests 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.

Due to scheduling demands, Family & Guest Orientation Leaders aren’t able to enroll in Summer Term or mini-term classes. Family & Guest Orientation Leaders are also required to disaffiliate during the summer.

TIME COMMITMENTS:

The Family and Guest 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 Team retreat February 12-14, 2016.
- Participate in weekly Orientation Team 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 Team 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 to discuss potential options. ***

Compensation

During the months of May, June, July, and August Family and Guest 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. Family and Guest 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 Team recruitment efforts, and Fall Orientations for students starting in the spring 2017 term.

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