



## 2017 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 families to the university while interacting with first-year students, transfer students, families, 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. 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
- Assist with new students’ transition into the University of Tennessee by building mentor relationships that continue into the academic year

### QUALIFICATIONS:

- Demonstrate a commitment to the University of Tennessee and a willingness to serve others
- Maintain a 2.5 minimum cumulative GPA, be in good academic standing with the University of Tennessee, and uphold the University standards of conduct

### KNOWLEDGE, SKILLS, ABILITIES:

- 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

**Because of scheduling demands, Orientation Leaders are not able to enroll in Summer Term or mini-term classes. Orientation Leaders that are members of a Greek organization are also asked to disaffiliate from their organization for the summer.**

### TIME COMMITMENTS:

The Orientation Leader position begins in January 2017 and OLs are expected to serve through January 2018.

#### Fall 2016 Semester

- First OL Team Meeting November 29th

### **Spring 2017 Semester**

- Attend off campus OL retreat (January 27-29, 2017)
- Participate in weekly Orientation Leader class sessions on Mondays from 2:30 - 5:00 p.m. throughout the Spring 2017 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 2017)
- 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 10-12, 2017 at Georgia Southern University
- Spring Orientation, April 21, 2017

### **Summer 2017**

#### **New Vols Experience**

The following dates are subject to change:

- May 30
  - May 30-31
  - June 5-6
  - June 8-9
  - June 12-13
  - June 14-15
  - June 16
  - June 19-20
  - June 22-23
  - June 26-27
  - June 29-30
  - July 5
  - July 6-7
  - July 10-11
  - July 12
  - July 13-14
  - July 17-18
  - August 15
  - August 16
  - August 17
- Provide assistance to new students and families throughout the orientation program
  - Training begins on May 14, 2017 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 2017 Semester**

- Serve as a Welcome Leader during Welcome Week in August 18-25, 2017. Participation includes Welcome Leader Retreat, First-Year move-in, information tables, and other events to be determined
- Assist with 2017 Fall Family Weekend (Date TBA)
- Support the 2018 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 at Amanda Tompkins [atompki5@utk.edu](mailto:atompki5@utk.edu) to discuss potential options. \***

### **Compensation**

Orientation Leaders will receive a stipend during the months of May, June and July. Following the completion of Welcome Week responsibilities OLs will receive their August stipend. Total financial compensation for May through August is \$2,350 (note: this is a pre-tax amount. Taxes will be taken out of this total).

Orientation Leaders may receive a \$150 scholarship that will be applied for the spring 2018 term, following their participation and completion of Fall Family Weekend 2017, Orientation Leader recruitment efforts, and Fall Orientations for students starting in the spring 2018 term.

On-Campus housing will be provided during May training and summer orientation sessions for all Orientation Leaders.