Orientation Leaders are responsible for collaborating with professional staff on programming, technical and administrative duties for the 2021-2022 orientation programs and Audition Days. They are tasked with engaging incoming students and families serving as mentors as well as assisting in planning and staffing semester programming. Responsibilities for Orientation Leaders begin the fall semester following Spring recruitment and conclude at the end of the academic year.

**RESPONSIBILITIES**

- Provide mentorship and guidance to incoming students as they transition into the university
- Communicate with new students throughout orientation weekend, fall semester and spring semester via email, 1:1 interactions, group activities and small/large-scale programming
- Assist with the development and implementation of incoming new student (First-Year, Transfer, and Graduate), International, Parent and Family Orientation Programs
- Collaborate with fellow Orientation Team members during and outside of Orientation Team meetings
- Respond to questions about Orientation from incoming new students, parents, and the campus community
- Assist in the training and supervision of Orientation Volunteers
- Coordinate meetings with other campus offices to ensure program preparedness
- Create and maintain professional relationships with student services offices on campus
- Brainstorm and execute staff team building exercises
- Prepare mailings to students, parents, and the campus community
- Manage organizational/technical functions related to Orientation needs
- Communicate/manage student groups participating in the orientation programs
- Facilitate discussions and orientation activities for small groups of incoming students through direct engagement during orientation
- Perform other job-related responsibilities as requested by professional staff
**ORIENTATION LEADER QUALIFICATIONS**

**Required:**
- Must be in good academic standing at Eastman with a minimum GPA of 3.25
- Must be in good disciplinary standing at Eastman with no social probationary status
- Must be registered as a full-time student for the upcoming academic year
- Must have prior campus involvement through clubs, organizations or other student leadership opportunities at Eastman
- Must be available throughout all of training and fall orientation
- Must be flexible with availability for Audition Days during spring semester
- Must demonstrate a commitment to understanding and upholding the University of Rochester’s MELIORA values

**Preferred:**
- Resides in the Student Living Center for the 2021-2022 academic year
- Holds Junior status at Eastman for the 2021-2022 academic year
- Demonstrates strong organizational and communication skills (written and verbal)
- Demonstrates adaptability when met with changes
- Demonstrates resiliency by recovering quickly from difficult situations
- Possesses the ability to relate well with diverse groups of people through making genuine connections with ALL students regardless of their identities
- Possesses confidence in their knowledge of Eastman and themselves
- Possesses the ability to work independently and within a team of student/professional staff

**APPLICATIONS DUE MARCH 26!**

**COMMITMENTS & COMPENSATION**

**COMPENSATION**
- Fall Semester
  - $750 stipend paid out during fall orientation
  - $500 Housing Fee Remission
- Spring Semester
  - $500 stipend paid out during audition days
  - $500 Housing Fee Remission

**SUMMER**
- Thursday, August 12th - Tuesday August 24th
  - Move-In, Training, Orientation

**SPRING**
- Friday, January 28th - February 25th
  - Audition Days

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