

## **Orientation Leader Position Description**

Hiram College's Summer Orientation for New Students and Families is dedicated to helping new students and families transition smoothly to the College and to the community.

For students, the one-day program includes the following: an opportunity to interact with students, faculty, and staff; registration for fall 12-week and information about the campus community, available academic programs and living/learning environments within the residence halls.

For families, the program offers the opportunity to meet with Hiram faculty, staff, and other families, and learn about liberal arts education and its philosophy. The program also offers special sessions designed to give parents information on billing procedures, life at home while their student is away at college, and other important information about life at Hiram.

Orientation Leaders are an integral part of this program. Orientation leaders serve as a community builder, administrator, leader, and peer helper. Below are the responsibilities of each orientation leader.

### **Responsibilities**

- Responsible for a cohort of first year students or parents each Orientation Session
- Welcome students and parents to the campus with excellent customer service by remaining accessible and willing to assist program participants.
- Lead separate panel discussions with students and parents
- Available to help with the academic and co-curricular concerns of students and informing them of Hiram College's resources, services, history, and traditions.
- Serve as a role model to the incoming students.
- Facilitate an environment that encourages interaction among the incoming students.
- Actively participating during the refreshment and meal breaks by answering questions and engaging the families in conversation.
- Serve as public relations representatives on behalf of Hiram College.
- Work collaboratively with all Hiram College staff before and during the program.
- Attend and actively participating in all training sessions.
- Facilitate, set up and tear down for sessions.
- Expected to be a person who cares about people and attempts to make the Hiram College campus a valuable choice in the eyes of new students and parents.
- Attend and participate in required events during New Institute Week.
- Participate in the Combined Student Leadership Series throughout the year; this includes a 1-hour leadership workshop each month
- Create a First-Year Friday email and write an Orientation Leader spotlight

### **Characteristics**

- |                           |                                  |
|---------------------------|----------------------------------|
| • Positive attitude       | • Dedicated to Orientation goals |
| • Responsible             | • Dependable                     |
| • Pride in Hiram College  | • Leadership ability             |
| • Helpful                 | • Punctual                       |
| • Team player             | • Organized                      |
| • Positive role mode      | • Flexible                       |
| • Friendly                | • Supportive                     |
| • Take initiative         | • Comfortable public speaking    |
| • Creative problem solver |                                  |

## **Requirements for Orientation Leadership Application**

- Must be in good academic standing with a minimum GPA of 2.75
- Must be able to attend all Orientation Leader Training Sessions, all Orientation Sessions, and participate in New Student Institute activities
  - Training Dates:  
TBD – there will be 3 training sessions scheduled during the evening hours in the Spring semester 2020
  - Orientation Session Dates:  
TBD – duties begin at 5:30pm the night before each session.
  - New Student Institute:  
TBD – this will include responsibilities for portions of the First Wave arrival process and Co-Curricular Activities during Institute

#### **Compensation and Benefits**

- Orientation Leaders will be paid a stipend of \$300 total for participation at all sessions. Payments will be made once in July and once in September.
- Orientation Leaders will be given free housing and meals will be provided during days of training and Orientation.
- Orientation Leaders will be provided with staff shirt and nametag to wear at Orientation sessions.