Orientation Leaders serve as representatives of the Case Western Reserve University (CWRU) Orientation program and work with new students and their families in small groups and guide them through their transition to CWRU. Orientation Leaders also staff and assist with the following Orientation programs: Adventures, International Welcome Days, Parent and Family Orientation, and New Student Orientation. They are jointly supervised by the orientation professional staff and the Orientation Executive Board.

**SELECTION PROCESS**
- Attend a required information session during the month of January
- Submit an online application complete with two references by Tuesday, February 2
- Complete an interview during interviews days scheduled for Wednesday, February 10 - Saturday, February 13

**QUALIFICATIONS**
Applicants must:
- Be in good judicial and academic standing (minimum 2.0 GPA) both before interviewing and following the spring semester.
- Demonstrate campus involvement, good customer service skills, and knowledge about the university's structures, procedures, and policies
- Complete the online Orientation Leader selection process listed above

**RESPONSIBILITIES**
- Provide a welcoming and positive presence to all new students and their families
- Work with CWRU administrators, faculty, and staff to ensure a successful outcome
- Work with an assigned Orientation Executive Board member and professional staff to promote and facilitate specific activities
- Work with an assigned group of new students and/or families during Adventures, International Welcome Days, New Student Orientation, or Parent and Family Orientation
- Attend all mandatory orientation meetings and training sessions
- Learn and perform the Orientation Leader Boogie during New Student Orientation
- Must work the entirety of Orientation 2016 (i.e., no outside meetings, classes, additional employment)
- Assist with one additional First-Year Experience and Family Programs activity/event during the fall semester, including:
  - First Year Experiences: Extended Orientation
  - Safety and Wellness Fair
  - Homecoming
  - First Football Game
- Engage and correspond with your orientation group into the Fall 2016 semester, including targeted communication and outreach during the first six weeks
TIME COMMITMENT
All of the following are required events (subject to change):

- Attend the first staff meeting and contract signing on Friday, March 18, 12:30pm-2pm
- Attend all three mandatory spring semester Orientation Leader Training Course sessions:
  - Saturday, April 2: 9 am - 3 pm
  - Sunday, April 24: 9 am - 3 pm
  - Friday, May 6: 9 am - 3 pm
- Attend the overnight training retreat on Friday, May 6 - Saturday, May 7
- Attend Orientation Leader Training Monday, August 15 - Saturday, August 20
- Staff assigned Orientation events during:
  - International Welcome Days: Thursday, August 18 - Saturday, August 19
  - Adventures: Thursday, August 18 - Sunday, August 21
  - Parent and Family Orientation: Sunday, August 21 - Monday, August 22
  - New Student Orientation: Sunday, August 21 - Sunday, August 28

COMPENSATION
All Orientation Leaders are compensated for their spring semester training with a half-credit physical education course. All Orientation Leaders are compensated for their August participation in Orientation via a stipend of $200. Orientation Leaders are also provided meals during all training and Orientation activities.