

Orientation Leader Position Description | 2019

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 staff and assist with the following Orientation programs: Global Welcome Days, Parent and Family Orientation, New Student Orientation, and Extended Orientation. They are jointly supervised by professional staff in the Office of First-Year Experience & Family Programs and the Orientation Executive Board.

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 Orientation Leader to lead a group of new students during New Student 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 2019 (i.e., no outside meetings, classes, additional employment)
- Assist with one additional First-Year Experience and Family Programs Extended Orientation activity/event during the 2019 Fall Semester:
 - Safety and Wellness Fair
 - First Football Game
 - Mid-Autumn Festival
 - Homecoming
- Engage and correspond with your orientation group into the Fall 2019 semester, including targeted communication and outreach during the first six weeks
- Serve as a Title IX Mandatory Reporter and must report misconduct witnessed or reported

QUALIFICATIONS

Applicant must:

- Be in good judicial standing with the university
- Be in good academic standing (minimum 2.0 GPA) with the university. This includes both before interviewing and following the 2019 Spring Semester
- Demonstrate campus involvement, good customer service skills, and knowledge about the university's structures, procedures, and policies
- Complete the Orientation Leader Selection Process listed below
- Must be able to fulfill the Orientation Time Commitments listed below

SELECTION PROCESS

- Attend an Orientation Leader Information Session
- Submit the online Orientation Leader Application
 - Deadline for Returning Orientation Leaders: **Friday, January 25, 2019**
 - Deadline for New Orientation Leaders: **Friday, February 1, 2019**
- Complete the interview process (group interview & group process) during one of the interviews timeslots (dates/times in Application)

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TIME COMMITMENT

All of the following are **required** events (*subject to change*):

- March 22, 2019: Orientation Student Staff Contract Signing (12:30pm-2:00pm)
- April 7, 2019: Orientation Leader Training Class #1 (9am-3pm)
- April 28, 2019: Orientation Leader Training Class #2 (9am-3pm)
- May 10-11, 2019: Orientation Leader Retreat (Time: TBD)
- August 12-17, 2019: Orientation Leader Fall Training
- August 18-25, 2019: Orientation 2019

COMPENSATION

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

CONTACT INFORMATION

- For questions or concerns regarding the Orientation Leader application & selection process, please contact First-Year Experience & Family Programs at:
 - firstyearexperience@case.edu
 - 216-368-1352
 - Wolstein Hall, Room 007