

Orientation Leader Position Description | 2023

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, Discover Week, 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 to CWRU
 - OLs will lead their small group during Discover Week 2023
 - OLs will communicate with new students via the Discover Network platform
- Attend all mandatory orientation meetings and training sessions
- Learn and perform the Orientation Leader Boogie during Discover Week
- Must work the entirety of Discover Week 2023 (i.e., no outside meetings, classes, additional employment)
- Assist with one additional First-Year Experience and Family Programs “Engage” activity/event during the 2023 Fall Semester:
 - Safety and Wellness Fair
 - First Football Game
 - Mid-Autumn Festival
 - Homecoming
- Engage and correspond with your orientation group into the Fall 2023 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 2023 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 (Returner) by **Wednesday, January 25, 2023**
- Submit the online Orientation Leader Application (New) by **Wednesday, February 1, 2023**
- Complete the virtual interview process (group interview & group process) during one of the interviews timeslots (dates/times listed on Application Components)

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TIME COMMITMENT

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

- March 24, 2023: Orientation Student Staff Contract Signing (12:45pm-2:00pm)
- April 2, 2023: Orientation Leader Training Class #1 (1pm-5pm)
- April 23, 2023: Orientation Leader Training Class #2 (1pm-5pm)
- May 12-13, 2023: Orientation Leader Retreat (Times: TBD)
- August 14-19, 2023: Orientation Leader Fall Training
- August 20-27, 2023: Discover Week 2023

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