

# Orientation Leader Position Description | 2024

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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 Orientation and New Student Transitions 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 during Discover Week 2024
- Attend all mandatory orientation meetings and training sessions
- Learn and perform the Orientation Leader Boogie during Discover Week 2024
- Must work the entirety of Discover Week 2024 (i.e., no outside meetings, classes, additional employment)
- Engage and correspond with your orientation group into the Fall 2024 semester, including targeted communication and outreach during the first six weeks
- Serve as a Title IX Responsible Employee 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 2024 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 **11:59pm on Wednesday, January 24, 2024**
- Submit the online Orientation Leader Application (New) by **11:59pm on Wednesday, January 31, 2024**
- Complete the 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 22, 2024: Orientation Student Staff Contract Signing (12:45pm-2:00pm)
- April 7, 2024: Orientation Leader Training Class #1 (1pm-5pm)
- April 21, 2024: Orientation Leader Training Class #2 (1pm-5pm)
- May 10-11, 2024: Orientation Leader Retreat (Times: TBD)
- August 12-17, 2024: Orientation Leader Fall Training
- August 18-25, 2024: Discover Week 2024

## 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 the Office of Orientation and New Student Transitions at:
  - [orientation@case.edu](mailto:orientation@case.edu)
  - 216-368-1352
  - Wolstein Hall, Room 007