Job Title:
Orientation Student Leader (OSL)

Type of Position:
Volunteer/Hourly Leadership Position:
- OSLs will not be paid an hourly rate for Spring trainings, but will receive an hourly rate of $9.00 an hour for programs worked.

8 months, beginning January 2015 to September 2015

Description:
The OSL position is designed to offer students the opportunity to implement orientation programming for new students, transfer students, and family members. OSLs are expected to be knowledgeable about the University of Illinois and have a desire to help first year and transfer students have a successful transition. OSLs will attend Spring training sessions to develop student leaders with the proper skills and leadership for New Student Program events. All OSLs will assist at various events that lead up to and occur during the Welcome Days fall orientation program and various other orientation programs.

Duties:
Orientation Programming
- Deliver interactive programs/events throughout the semester
- Assist other units who have been asked to present programming to students
- Facilitate large and small group events and discussions
- Present information accurately and professionally
- Assist in the following Orientation Initiatives by working with new incoming students during: Readying Illinois Students for Excellence (R.I.S.E.), INBOUND, and International Orientation
- Illustrate a working knowledge of all information presented
- Serve as a resource for incoming first-year students
- Deliver orientation programming such as Experience Illinois to new students
- Provide a positive, welcoming attitude to new students
- Prepare and Transport publications to be distributed during events
- Deliver Orientation information to new students (Experience Illinois)
- Assist with WDL (Welcome Day Leaders) recruitment, interviewing, and selection process as needed
- Be Mentors to WDLs
- Provide NSP staff with honest and unbiased feedback
- Implement and facilitate Welcome Days events for approximately 8,000 incoming freshman and transfer students including: New Student Convocation, Illinois Sights and Sounds, , and other campus-wide Welcome Day activities.
- Encourage new students to attend all Welcome Day events and future programming
- Perform other duties as assigned.

Performance Expectations
- Attend all training sessions Spring 2015 Semester on Thursdays from 6pm-8pm
- Maintain open availability from August 15th-23rd
- Attend all additional events as assigned throughout Spring 2015, Summer 2015, and Fall 2015
- Report to shifts promptly
- Practice cooperation and cohesiveness during group activities
- Report all behavior that is harmful or unprofessional to supervisors without fear of retaliation
- Perform all duties in compliance with employee guidelines and regulations
- Welcome new students and family members to Illinois
- Lead discussion groups with incoming students and family members
- Assist in preparation of orientation activities and materials
- Represent Illinois to students, family, and guests
- Attend all spring training sessions
- Working all assigned orientation programs
- Explaining academic opportunities and procedures
- Acquainting new students and family members with campus services and building locations
Qualifications:
1. Possess and maintain a cumulative GPA of 2.5 or higher with good academic and disciplinary standing with the University.
2. Hold Full-time student status at University of Illinois at Urbana-Champaign campus from, and returning to Illinois as an undergraduate for Fall 2015.
3. Be able to **attend all training activities on Thursdays 6pm-8pm** and work all scheduled Welcome Days/Fall Orientation sessions tentatively (Spring 2015 and Summer into Fall 2015).
4. Full-Time enrollment in the University of Illinois, and be in good academic standing with the University.
5. Positive attitude, energetic, outgoing personality and/or welcoming personality.
6. Enthusiastic about The University of Illinois.
7. Ability to handle numerous tasks that may come up quickly.
8. Organizational skills, task-oriented.
10. Desire to enhance interpersonal, communication, and leadership skills.
11. Interest in working with a diverse group of students, family, guests, and staff.
12. Ability to get along with a variety of personalities.
13. Passion for orientation and new students' needs.
14. Ability to work with diverse constituents.
15. Familiarity with campus resources both academic and extracurricular.
16. Outstanding communication and leadership skills.

Working Conditions: Indoors, Outdoors (in the elements)

Physical Demands: Walking & Standing- **During Events and Presentations**, Lifting- **Minimal (20 Lbs or less)**

Compensation:
1. Volunteer Hours with Trainings and Activities.
2. Personal and professional relationships with faculty, staff, and students.
3. Opportunities to develop highly-demanded communication, problem solving and leadership skills while enhancing your employment marketability and career opportunities.
4. Excellent leadership experience where you will have a great deal of fun and cherished memories.
5. Compensation for time worked at the rate of $9.00 an hour when working a New Student Programs Office event (i.e. INBOUND, RISE, Welcome Days).
6. New Student Program uniforms and fun apparel.
7. Food at various events.
8. Eligibility to apply to become an Orientation Student Coordinator the following year.

If you have any questions regarding this application, please contact:
Erin Sullivan, Assistant Director for New Student Programs
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