2019 Orientation Leader (OL) Informational Packet
Job Title:
Orientation Leader (OL)

Type of Position:
Hourly Leadership Position:
- Orange OLs will receive an hourly rate of $9.00 an hour for programs worked (June 2-June 19, July 9-12, August 14-25, 2019)
- Blue OLs will receive an hourly rate of $9.00 an hour for programs worked (August 14-25, 2019)

Description:
The OL position is designed to offer students the opportunity to implement orientation programming for new students, transfer students, and family members. OLs are expected to be knowledgeable about the University of Illinois and have a desire to help new students have a successful transition.
OLs will attend Spring Leadership course to develop student leaders for New Student Program events. OLs will assist at various events RISE, Inbound, International Student Orientation, and Fall Orientation/Welcome Days and various other orientation programs.

OL Concentration Areas:
- **Orange Team**—"If selected for the Orange Team role, below you must meet the following criteria:
  - Complete the OL Leadership course (lecture and breakouts) in Spring 2019, performance in course will determine your OL role.
    - LAS 399 is a 16-week course T/R 4-4:50pm throughout the spring semester
  - Must be available for the following dates:
    - June 2-June 19, July 9-12, August 14-25, 2019
  - CANNOT study abroad Illinois during your OL role Spring 2019, or take summer classes at UIUC during Summer 2019 June to mid-July
  - REQUIRED to work minimum 10 to maximum 40 hours per week during NSP programs
  - Housing and meals will be provided during Inbound, RISE, International Student Orientation, and Fall Orientation/Welcome Days programming — all other housing and meals will be on your own. OL August Training you will be responsible for your own meals & NSP will provide snacks, apparel, and housing, if needed.

- **Blue Team**—"If selected for the Blue Team role, below you must meet the following criteria:
  - Complete the OL Leadership course (lecture and breakouts) in Spring 2019, performance in course will determine your OL role.
    - LAS 399 is a 16-week course T/R 4-4:50pm throughout the spring semester
  - Available to work August 14-25 for Fall 2019 & CANNOT work other on/off campus jobs at this time
  - CANNOT study abroad during your OL role Spring 2019, and August/Fall 2019
  - REQUIRED to work minimum 10 to maximum 40 hours per week during NSP programs.
  - Housing and meals will be provided during Inbound, RISE, International Student Orientation, and Fall Orientation/Welcome Days programming — all other housing and meals will be on your own. OL August Training you will be responsible for your own meals & NSP will provide snacks, apparel, and housing, if needed.

Requirements
Orientation Leaders (OLs) must meet the following criteria:
- Possess and maintain a cumulative GPA of 2.5 or higher with good academic and disciplinary standing with the University
- Hold Full-time undergraduate student status (12 credit hours) at University of Illinois at Urbana-Champaign campus from Fall 2018, Spring 2019, and returning to Illinois as an undergraduate for Fall 2019
- If selected for the below, you are able to work as an Orientation Leader:
  - Orange Team—June-July 2019 (select dates) & August 14-25, 2019, 3 months
  - Blue Team—August 14-15, 2019, 11 days
- Complete the OL Leadership course (lecture and breakouts) in Spring 2019, OL Retreats, OL Camp, and OL programming training
- MANDATORY: All OL be on campus to move-in Wednesday, Aug. 15th and be at the following programs: OL Training 8/14-8/18, August Programming (International Student Orientation and Welcome Days/Fall Orientation) 8/19-8/25
**Duties:**
- Facilitate large and small group events and discussions
- Provide a positive, welcoming attitude to new students
- Present information accurately and professionally
- 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.
- Assist in the following Orientation Programs by working with new incoming students: Readying Illinois Students for Excellence (R.I.S.E.), INBOUND, International Student Orientation, Welcome Days, and other events.
- Encourage new students to attend all Welcome Day events and future programming
- Illustrate a working knowledge of all information presented
- Serve as a resource for incoming first-year students
- Perform other duties as assigned.

**Performance Expectations**
- Attend in the Spring OL Leadership course (lecture and breakout sessions)—performance in course will determine your OL role.
- Maintain open availability from August 15th-26th for August Training, International Student Orientation, and Welcome Days
- Attend all additional events as assigned throughout Spring 2019, Summer 2019, and Fall 2019
- Report to shifts promptly for all programming, training, and events
- 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.
- Practice cooperation and cohesiveness during group activities
- Perform all duties in compliance with employee guidelines and regulations

**Qualifications:**
- Positive attitude, energetic, outgoing personality and/or welcoming personality
- Enthusiastic about The University of Illinois
- Ability to handle numerous tasks that may come up quickly
- Strong sense of professionalism
- Desire to enhance interpersonal, communication, and leadership skills
- Interest in working with a diverse group of students, family, guests, and staff
- Familiarity with campus resources both academic and extracurricular

**Working Conditions:** Indoors, Outdoors (in the elements)

**Benefits:**
University of Illinois at Urbana-Champaign orientation programs strive to help student leaders develop their communication, organizational and leadership skills, which help prepare students for life beyond college. We truly believe that serving as Orientation Leader will reward you with many experiences and skills that will help you in your future career and serving as a productive citizen. In addition to these intangible rewards, the Orientation Leader will be provided with a benefits package. Please note: anyone applying for the OL must be doing so for the love of orientation programs and University of Illinois, and not the monetary compensation.

OLs receive the following benefits for their participation with the New Student Programs:
- Course credit for OL Leadership course (lecture and discussion) in the Spring semester
- Personal and professional relationships with faculty, staff, and making lasting friendship with other students
- Opportunities to develop highly-demanded communication, problem solving and leadership skills while enhancing your employment marketability and career opportunities
- Compensation for time worked at the rate of $9.00 an hour for NSP orientation programming starting in June to August 2019 (get paid about 11 days after the end of the pay period)
  - 20-40 hours a week during summer/August programming
- New Student Program uniform(s) and fun apparel
- Food at various events
- Possible housing and meals during orientation programs
- Eligibility to apply to become an Orientation Student Coordinator after completing your OL experience
OL Application Checklist:
To apply to become an OL, please complete the checklist below:

Step 1: Attend an OL informational session, you can learn more about the OL position from the Orientation Student Coordinators (OSCs) and past Orientation Leaders (OLs). (Highly encouraged to attend but not required to apply)
- Thursday, October 11, 6-7pm, David Kinley Hall, 108
- Wednesday, October 17, 6-7pm, Greg Hall, 111
- Thursday, October 18, 5:30-6:30pm, Asian American Cultural Center

Step 2: Fill out and turn in all items online to the OL application by Monday, October 29 (no exceptions):
(1) OL Application, (2) Current Resume, (3) OL Application Essay Response, (4) In confirmation email from OL application, you need to sign-up for your OL Group Interview.

Step 3: Check your University of Illinois email address to select your OL Group Interview date, only need to attend one date. You will receive a confirmation email with location by Wednesday, October 31. Here are the below options for 2019 OL Group Interviews:
- Sunday, November 4, 2:30-4:30pm
- Sunday, November 4, 6-8pm
- Monday, November 5, 6-8pm
- Tuesday, November 6, 6:30-8:30pm
- November 13-15
- OL Notification Period
- Tuesday, January 15
- Class begins
- Saturday, March 9
- Spring Retreat (Tentative Date)

If for any reason you decide not to complete the application process or have a conflicting engagement, please call the Assistant Director immediately at 217-333-4057 to cancel or reschedule. If you are calling to reschedule, please note we have limited amount of space for each interviewing session, so please try to select the best time for you in the beginning.

Step 4: Attend your OL Group Interview date. Please arrive 15 minutes early to check-in and be ready. We ask that you wear business professional attire with appropriate length shirts, pants, dresses, and skirts. During your OL Group Interview, you will be in a group setting with other candidates to do various activities. This will allow our team to select the 2019 OL team.

Step 5: Wait for the OL staff decision - You will be contacted by Thursday, November 15, 2018 via Illinois Email.

Step 6: Plan to register for LAS 399—a 16-wk course that meets Tuesdays and Thursdays from 4-4:50pm in the spring.

If you have any questions or concerns, please feel free to contact:
Rachel Chlebanowski, Assistant Director for New Student Programs chleban1@illinois.edu