

2020 ORIENTATION LEADER JOB DESCRIPTION

General Description:

Orientation Leaders (OLs) play an integral role in the success of the Curry College Orientation program and are recognized leaders throughout the Curry community. They serve as group leaders, contacts between various departments, educators, and positive role models both during and after orientation. Orientation Leaders are actively involved in assisting all new students with their transition to Curry.

Orientation Leaders participate in an extensive training program that begins in the spring semester (see required dates), continues into the summer to prepare for various programs throughout the academic year, and carries over to the start of the academic year. Orientation Leaders are trained in and expected to be knowledgeable about institutional information, group dynamics, and student development issues.

Position Term

Start Date: March 2020

This is a 12-month position. Orientation Leaders will serve in this position from the date they sign their contract until the following January when they complete Winter Orientation.

Session 1: Wednesday, June 17 – Thursday, June 18
Session 2: Monday, June 22 – Tuesday, June 23
Session 3: Thursday, June 25 – Friday, June 26
Session 4: Tuesday, August 11 (Single Day Session)
Welcome Weekend August 28, 2020- August 31, 2020

Compensation:

On-campus housing during the Orientation program and training
Meals during the duration of training and orientation sessions
Payment will be at the hourly rate of \$12.75 per hour

Application and Interview Process

Applications will be available starting February 4, 2020, via the Curry portal
Information Session will be held February 11th, 2020 10 am – Student Center Large Meeting Room
Information Sessions will be held February 11th, 2020 6 pm- - Hafer Room 121
Information Session will be held on February 12th, 2020 4:30 pm –Student Center Gray Meeting Room
Group Process will be held on February 18th, 5:30 pm-7:45 pm -ARC
Interviews will start the week of February 24th
Decisions will be released no later than March 6th

Reports to:

- Orientation Coordinators
- Director of Student Activities

Responsibilities:

- Serve as a role model for new students entering Curry College. This includes abiding by College policies and maintaining appropriate relationships with new students. We also expect all orientation staff members to present appropriate information in any online venue that new students will have access to (Facebook class page)
- Serve as an Orientation Leader for ALL summer Orientation programs (June sessions, August sessions, and Welcome Weekend). If you cannot commit due to being a Fall athlete or Resident Assistant, please disclose at the time of the interview.
- Assist with the development and implementation of the Orientation program.
- Work as a responsible member of a team and remain flexible about working hours and conditions

Orientation Leader Responsibilities:

1. Participate in the spring training and planning sessions and regularly scheduled on-the-job training sessions, staff meetings, and evaluative sessions.
2. Be prompt for scheduled staff meetings and assigned activities and be actively involved in the orientation throughout the session's duration, complying with the New Students Orientation policies and staff expectations.
3. Participate in outreach activities to remind new students about their upcoming orientation sessions and follow-up with them after orientation has taken place. Outreach activities include but are not limited to making telephone calls; participating in Summer Orientation Marketing Campaigns; interacting with students via social media.
4. Take part in orientation check-in and check-out processes, including offering students and family members directions, assisting with parking, distributing/collecting orientation materials, and actively engaging students/family members while they wait for each other.
5. Take attendance for small group meetings and promptly turn in attendance at assigned times.
6. Work as a team member on task groups or committees for specific activities as assigned.
7. Facilitate a group of students with another Orientation Leader and provide new students with a positive experience.
8. Serve as a guide and resource for new students during all aspects of orientation.
9. Remain with your Orientation Leader group for the duration of the program.

Academics

1. Ensure new students get to assigned advising appointments on time.
2. Provide guidance and advice on available courses.

Student Life Information

1. Learn and be prepared to communicate general information on housing, commuter, and general student life questions.
2. Participate in a welcome meeting to acquaint new students with each other, New Students Orientation policies, regulations, the orientation schedule, and mandatory activities.

3. Assist with group planning and facilitation of evening meetings/closing session for new students.

Building Connections with New Students

1. Help new students with their concerns, both informal meetings and informally in the halls, dining commons, advising locations, and generally throughout the orientation session.
2. Act as a resource on campus life in formal and informal activities to new students and parents, presenting objective views.
3. Encourage active new student participation in scheduled activities and options; act as activity leader with new students in assigned groups.

Incident Response

1. Educate new students about Bias Incident Reports, Student of Concern Forms, and other resources on community standards.
2. Abide by and enforce college and residence hall policies that govern community standards; document violations of policy and report through designated staff when necessary. Follow outlined New Students Orientation reporting protocols.
3. Respond to a range of incidents that occur in and outside the residence halls, including community issues, student concerns, and facilities issues. Responding includes identifying the issue or concern, documenting issues of concern, providing relevant resources to new students, and reporting to a supervisor or on-call staff.
4. Respond appropriately to issues and concerns, but in no instance, respond in a manner which would escalate a situation in a manner that could endanger the OL or resident.

General

1. The Orientation Leader position is a live-in position, and OLs are expected to sleep in their own room each night, except during designated breaks. OLs are expected to be in their hall from 1 a.m. to 7 a.m. during each orientation session.
2. As employees of New Students Orientation, Orientation Leaders are expected to abide by Massachusetts State Laws regarding alcohol and controlled substances and all College and residence hall community standards, including the Code of Conduct always, whether in session or during "off hours." Violations of Massachusetts State Laws, violations of College Policy regarding alcohol and controlled substances in the residential environment, or the creation of a significant fire, life safety, or security issue within the residence hall environment constitute unacceptable behavior on the part of an Orientation Leader and will likely result in termination from the position.
3. Other duties and tasks, as agreed upon with your supervisor.

Qualifications:

1. Currently enrolled as a full-time Curry College undergraduate student (and do not plan to graduate before December 2020).

2. Be available to participate in spring training workshops, orientation team retreat, summer training, and work all applicable orientation sessions (see required dates sheet) while serving on a diverse student leadership team.
3. Have a cumulative Curry College grade point average of 2.5 or higher at the time of selection and throughout their tenure in the position (first-year students or transfer student applicants must have a high school/transfer institution grade point average of 2.5, as calculated by Curry Admissions, at the time of selection and then maintain a Curry College grade point average of 2.5 throughout their tenure in the position). Circumstances that may have impacted your GPA will be considered on an individual basis.
4. Be in good standing (academic, financial, conduct) with Curry College at the time of selection and throughout tenure in the position.
5. Understand, believe in, and remain committed to the mission, learning outcomes, and goals of orientation and new student programs at Curry College.
6. Remain flexible and engaged in orientation leader assignments and demonstrate open and ongoing communication with Curry College staff and co-workers.
7. Relate to and interact well with current and new students, family members, faculty, and staff at Curry College.
8. Adhere to all orientation staff policies and training guidelines and positively support other orientation leaders in the performance of their job duties and development as leaders.

2020 CURRY COLLEGE ORIENTATION APPLICATION