

## **Responsibilities:**

- Have a working knowledge and understanding of the College and be able to accurately and effectively express this knowledge & understanding to incoming First Year students and their parents.
- Represent Curry College in a professional and appropriate manner.
- Motivate students to attend all Orientation events including Welcome Weekend 2018.
- Discuss & facilitate conversations concerning First Year student issues & concerns with your group.
- Participate fully in all Orientation activities. These include:
  - ❖ **Accepted Student Day - Saturday, April 8 (staff table or be present at reception)**  
**Spring Training Days - TBD**
  - ❖ **Orientation Leader Retreat (off-campus)**
    - ❖ Friday, March 30-Saturday, March 31
  - ❖ **Orientation Leader Training:**
    - ❖ Training Move-In: Sunday June 3th
    - ❖ Training: until session 1
  - ❖ **Sessions (OLs must be back by 4pm the night before each session to meet/prepare):**
    - ❖ Monday, June 11 – Tuesday, June 12
    - ❖ Thursday, June 14 – Friday, June 15
    - ❖ Monday, June 18 – Tuesday, June 19
  - ❖ **Move-out:**
    - ❖ Wednesday, June 20 by **10am** (leaving early on Tuesday, June 19 will not be permitted)
  - ❖ **Welcome Weekend 2018**
  - ❖ **Must be able to attend Retreat, trainings, and Orientation Sessions.**

## **Expectations:**

- Participate fully in all activities & trainings
- Plan ahead. Please review your summer calendar and priorities before submitting your application.
- Make Orientation your top priority through training & orientation. Other job responsibilities, taking a class, getting an internship, family commitments, seeing friends, etc. are not legitimate excuses for missing the scheduled training and orientation events.
- Guests and alcohol/drugs of any kind are strictly prohibited throughout training and orientation.
- Participate in any evaluation meeting that is scheduled following the program if it is scheduled at a mutually convenient time.
- Must be in good-standing with the college (financially, academically & judicially) in order to serve as an OL.

## **Compensation:**

- On-campus housing during the Orientation program
- Meals during the duration of training and orientation sessions
- Approximately 100 hours at the current MA minimum wage for hours worked

By signing below, I commit to the position outlined above and I acknowledge that I have received and understand the Orientation Leader responsibilities and expectations and will uphold them to the best of my ability.

Your Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_