2014 Emory & Henry Orientation Leader Application Information

Orientation Leader Job Description (Volunteer Position):

Evaluations from past years indicate that Orientations Leaders (OLs) are the most significant contact that new students make while attending Orientation Programs. Orientations help make both students and families more comfortable with their choice of Emory & Henry.

General OL Expectations:

- Serve as a welcoming guide and knowledgeable source of information for students and families.
- Serve as a role model representing the College when interacting with students (in person, through email or social media, etc.).
- Lead discussions and icebreaker activities with students and/or families.
- Respond to new student contacts during Orientation.
- Actively assist new students with their adjustment to the Emory & Henry community.
- Abide by the E&H Student Handbook policies at all times.
- Prompt attendance, full preparation and participation.

Qualifications:

- Completed at least 12 credit hours at E&H, full-time student status
- Possess good communication skills
- Desire to work with new students and college staff
- Be in good social and academic standing, minimum GPA of 2.0
- Be knowledgeable about E&H
- Ability to work as a team member
- Have strong problem solving skills
- Be energetic, have a sense of humor and a positive attitude

Benefits:

- Gain significant leadership experience
- Form professional relationships with faculty, staff, and students
- Make new friends
- Orientation T-shirts (2)
- Meals provided during orientation dates and trainings
- Participation in trainings
- Interpersonal growth, skill development, understanding of others, and understanding of and pride in E&H

Time Commitment:

- April 12, 2014 — Spring Session
- May 23, 2014 — Summer Session I
- June 21, 2014 — Summer Session II
- July 19, 2014 — Transfer Student Session
- August 23-26, 2014 — Fall Orientation

Application Process:

- Submit by February 28, 2014 to Jolie Lewis, Coordinator of Orientation Programs, Powell Resource Center, Wiley 220, the following:
  - Applications form
  - Resume (make sure you include your past EHC orientation experience, if applicable);
  - References – names, email addresses and telephone numbers of three references (at least two of these should be on-campus references). Please note that social media may be researched as part of the reference check during the selection process.
  - Applicants will sign up for an interview in Wiley 220 when the application is submitted. Interviews will be held from March 3-7, 2014. Returning OLs will not be required to interview, but are welcome to do so. Please note that past OL experience does not guarantee return placement.
  - All applicants will be notified of the selection decision in writing by Monday, March 17, 2014.
  - Acceptance letters must be signed and returned to the Office of Orientation Programs by 5:00 pm on Friday, March 21, 2014.

Questions?

Please contact Jolie Lewis at jllewis@ehc.edu, phone extension 6670 or stop by the Powell Resource Center, located in Wiley 220.