2016 Emory & Henry Orientation Leader Job Description

Orientation Leaders are the most significant contact new students make as they begin college. Orientation Leaders help students and families feel excited about choosing Emory & Henry. Serving as an OL is a volunteer position, but is a fun and rewarding experience, and help you develop leadership skills.

The following are some of the expectations of Orientation Leaders:

- Serve as a welcoming guide and knowledgeable source of information.
- Serve as a role model representing the college, abiding by handbook policies at all times.
- Answer questions, and lead discussions and ice breakers with students and/or families.
- Help new students with their adjustment to the Emory & Henry community.
- Prompt attendance, full preparation and participation.

Qualifications:

- Completed at least 12 credit hours, full-time student, in good social and academic standing
- Good at communicating, solving problems, and working as part of a team
- Desire to work with new students and college staff
- Knowledgeable about E&H
- Energetic, sense of humor, and positive attitude

Benefits:

- Gain significant leadership experience
- Make new friends, and form professional relationships with faculty and staff
- Orientation T-shirts
- Meals on Registration Day, and rooms on campus if you are driving in from far away
- Early check-in for Week of Welcome Orientation in August (meals provided for commuters)
- Intrapersonal growth, skill development, understanding others, pride in E&H

Time Commitment

- New Student Registration Days: Saturday April 23, Friday May 20, Saturday June 18
- Transfer Student Registration Day (not required for all OLs): July 15
- Week of Welcome Orientation Leader Training: Tuesday August 16-Friday August 19
- Week of Welcome Orientation: Saturday August 20-Tuesday August 23

Application Process:

- Submit the following by Tuesday, March 1, to Jolie Lewis, Coordinator of Orientation, in person at the Powell Resource Center, Wiley 220:, or by email to jllewis@ehc.edu.
    - Application Form and Essay Questions
    - Résumé
    - References (Note that we may research social media as part of the selection process.)
- Applicants will be interviewed March 2-March 23. Returning Orientation Leaders do not need to interview, but may. Please be aware that past OL experience does not guarantee return placement.
- All applicants will be notified of the selection decision in writing.
- An Orientation Leader training will be scheduled in April, including signing volunteer contracts.

Note: Resident Advisors and athletes in fall sports are welcome to apply to be Orientation Leaders for the spring and summer Registration Day events.

Emory & Henry Orientation Leader Application—2016

General Information:

First Name	Middle Initial	Last Name
Campus PO Box	Cell Phone	Campus Email Address
Hometown and State	T-shirt Size	Resident or Commuter

Academic & Involvement Information:

Major	Cumulative GPA	Current Standing (FR, SO, JR, SR)

List activities you are involved in: _____

Additional Required Application Materials:

1. **Résumé**
2. **References.** Please provide names, email and phone number for three references, at least two of whom are on campus. (You do not need to provide recommendation letters.)
3. **Essay Questions.** Please type your answers to the following questions. These answers will give us a sense of who you are and how you can contribute to the Orientation team.

   New Applicants answer these questions:
   1. Did you attend Orientation as a new student? How did it impact you?
   2. Describe your perception of an Orientation Leader and explain the responsibilities you feel are important.
   3. Why are you interested in becoming an Orientation Leader? What personal characteristics will help you succeed in this position?

   Returning Applicants answer these questions:
   1. Why do you want to be an Orientation Leader again this year?
   2. What do you think was your best contribution to the OL program in the past?
   3. What personal goals would you set if you return as an OL? Are there any new skills or opportunities you would like to pursue through serving as an Orientation Leader? Are there any particular ways you'd like to grow as a leader?