New Student Orientation Leader Program

New Orientation Leader Application packet

Deadline: Wednesday, September 18, 2013
Call the New Student Orientation Office at 580.774.3233 or email orientation@swosu.edu with questions.
New Student Orientation Leader Program

General Information
Each year, the Orientation staff selects a group of dedicated undergraduate leaders to assist with implementing Orientation programs during the spring, summer and fall. Orientation Leaders serve as guides for new students who are making the transition from their previous environment to the diverse academic, intellectual, and social culture of SWOSU.

Orientation Leader Selection
Orientation Leaders are expected to possess a specific body of knowledge about SWOSU acquired through experience and training, and they must be sincerely interested and skillful in sharing this information with orientation participants. Selection to the team of Orientation Leaders is a unique honor and rewarding opportunity for personal and professional growth.

Please review the Orientation Leader Selection Timeline and the Terms and Conditions of Employment.

Orientation Leader Staff
SWOSU Orientation Leaders are students who are well respected, academically successful and leaders in their community. Students are selected for the program because of their interpersonal skills, academic achievements, and leadership abilities.

Qualifications
- Exhibit leadership potential and be willing to take initiative
- Exhibit commitment to the mission of New Student Orientation
- Possess the following personal qualities: maturity, responsibility, initiative, punctuality, self-confidence, motivation, problem solving skills, enthusiasm, creativity, resourcefulness, and positive attitude
- Exhibit good interpersonal and group presentation skills
- Exhibit the ability to work effectively with a diverse group of team members
- Dedication to the Orientation Leader program. We are looking for leaders who are not overly involved, but still active on campus. A student cannot serve as a Resident Advisor (RA) at the same time as serving as an OL due to the time commitments required of both positions.
- Completed at least 12 semester hours at SWOSU (Students who apply before completing 12 hours may be hired on a conditional basis.) Students must remain in good standing (GPA 2.0) with the university throughout employment. No student may hold an Orientation Leader position while on academic or disciplinary probation.
- Each applicant must be a full-time student (enrolled in at least 12 hours each semester).

Orientation Leader Selection Process
The Orientation Leader Selection Process provides information about the application, interview and selection process.

Wed., Sept 18th .........................................................OL Applications due by 5 p.m.
Sept 17-20th ..............................................................Review Applications
Fri., Sept 24th ......................................................... Notification if selected for interview
Mon. Sept 30th -Thurs. Oct 3th .............................................Interviews
Week of Oct. 14th .......................... Notification of selected Orientation Leaders

RESPONSIBILITIES – Make a Difference!
The following is a summary of the significant expectations for which Orientation Leaders are responsible:

Assistance to Students and Parents
- Welcome new students and families to SWOSU and assist them during orientation sessions
- Develop a rapport with new students and their families
- Be constantly accessible and willing to assist with any needs of families and students throughout each orientation session
- Assist students with enrollment process and academic advising as necessary
- Serve as an academic and social role model on behalf of SWOSU
- Go above and beyond to anticipate and meet both expressed and unexpressed needs

Educational Duties
- Complete all class requirements for the 3000/3012 Student Leadership Education course (The course must be completed with a grade of “B” in order to serve on the orientation staff)
- Communicate information to students about academic resources and student activities/services
- Assist students in understanding academic language and requirements and development of class schedules
- Educate students about their responsibilities at the university by explaining university policy and procedures
- Communicate logistical information to students to assist in their adjustment to university life at SWOSU

Administrative Responsibilities
- **Attend all staff training sessions and meetings and complete all assignments**
- Efficiently complete all logistical tasks as requested by the orientation staff and their assistants to ensure the orientation program proceeds smoothly and effectively
- Assist with the assimilation of orientation materials for enrollment sessions
- Participate in all assigned duties of orientation fully and take initiative with unanticipated tasks or problems while maintaining a positive attitude
- Be supportive of all team members and orientation staff members
- Remain flexible at all times, because changes may occur at any time

Orientation Leaders will have the opportunity to be a part of Camp Duke, if they wish. Camp Duke is a summer camp just for incoming freshmen to help them to get acquainted with campus and meet new friends. An application process for this event will take place in November.
**TERMS AND CONDITIONS OF EMPLOYMENT**

*Orientation Leaders will be responsible for the following commitments:*

**Training**

- Orientation Leaders must enroll in 3000/3012 *Student Leadership Education* during the spring semester. The course must be completed with a grade of “B” in order to serve on the orientation staff.
- Orientation Leaders are required to attend a *mandatory* leadership retreat during the spring semester (January 10-11, 2014).
- Orientation Leaders will participate in six enrollment sessions held April - August.
- Orientation Leaders will return to campus a week before classes begin for Fall Training.
- Orientation Leaders will plan and attend programs and activities for Dawg Days 2014.
- Orientation Leaders will assist with Move-In Day 2014.
- Orientation Leaders will assist with SWOSU Saturday 2014.

**Enrollment/Orientation Sessions - each session begins at 9 a.m.**

- **Wednesday, April 2, 2014**
- **Friday, April 11, 2014**
- **Thursday, April 17, 2014**
- **Monday, June 9, 2014**
- **Monday, July 14, 2014**
- **Friday, August 15, 2014, Friday before Fall classes begin**

**Other Important Dates**

- **Fall Training 2014: Wednesday-Thursday, August 13-14, 2014**
- **Move-In Day 2014: Saturday, August 16, 2014**
- **Mass Orientation: Tuesday, August 19, 2014**
  
  SWOSU Saturday: **November 2, 2013 – Senior Preview Day Fall 2014**

**Compensation**

Each Orientation Leader receives a $200 scholarship in the spring semester assuming all obligations are met. Each Orientation Leader will receive a $200 scholarship in the fall with the opportunity to receive a larger scholarship based on their performance and effort. Compensation may be docked for failure to follow through with all required commitments. Non-resident students may qualify for a waiver of non-resident tuition. All pay is subject to state and federal taxes. Orientation Leaders must adhere to all state and federal laws and the *SWOSU Student Code of Conduct*.

**Employment Termination**

An OL’s employment may be terminated at any point in the year, if it is determined that he/she is not maintaining ethics befitting a paraprofessional, not performing satisfactorily, not able to work productively with others, or jeopardizing the success of the program. If termination occurs, the OL will forfeit his/her scholarship.