Thank you for your interest in the Orientation Leader Position.

The format of Fall 2021 Welcome Week has not yet been determined. Additional information will be sent to Orientation Leaders as soon as it is available.
Communication and Mentorship

- Provide mentorship and guidance to incoming students as they transition into the University.

- Develop and execute engaging communications for new students (first-year, transfer, international) and families, including but not limited to email, video, and social media.

- Communicate with mentees (new students) regularly during the summer, fall, and spring semesters through email, 1:1 interaction, group activities, and small- and large-scale programming.

- Communicate and coordinate with University of Rochester student organizations participating in Fall Welcome Week.

- Coordinate with early-arrival programs for communications, program management, and transition from program to Welcome Week programming.

Event Development

- Collaborate with team members to plan and assist in leading programming for early-arrival programs.

- Collaborate with team members to plan and lead large and small-scale social programs for Fall Welcome Week and Spring Welcome Weekend.

- Assist in programming and engagement initiatives to enhance student experience throughout the 2021-22 academic year.

Program Execution Assistance

- Serve as a representative of the Office of Orientation and First-Year Programs, assisting with the implementation and supervision of activities, programs, and special events.

- Facilitate discussions and orientation activities for small groups of incoming students through direct engagement during Online Orientation, early-arrival programs, and Fall Welcome Week.

- Perform other job-related responsibilities as requested by the Orientation professional staff.

WHAT IS AN ORIENTATION LEADER?

Orientation Leaders (OLs) engage with incoming students and families serving as mentors as well as assisting in planning and staffing early-arrival programs, Fall Welcome Week and Spring Welcome Weekend, and semester programming.

OL RESPONSIBILITIES

Communication and Mentorship

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- Perform other job-related responsibilities as requested by the Orientation professional staff.
**APPLICANT QUALIFICATIONS**

- Must have prior relevant work/volunteer experience.

- Must have one or more years of administrative, planning, communications, mentor, or program assistant experience.

- Must be organized and comfortable communicating and prioritizing competing interests.

- Must be in good academic standing (cumulative GPA of at least 2.75) and disciplinary standing.

- Must be registered as a full-time undergraduate student for the Spring 2021, Fall 2021, and Spring 2022 semesters.

- Must be able to work up to 40 hours per week and hold no other positions on campus without permission from the Senior Director of Orientation during the summer months.

- Must be available for up to 10 hours a month for programming during the school year. Students are eligible to work additional positions during this timeframe.

By applying to the role of Orientation Leader you consent to New Student Program staff to run certain academic and conduct checks.

**OL COMMITMENTS**

Dates pertaining to Orientation Leader commitments are still being finalized. Candidates should be aware of the following tentative dates:

**SUMMER**
Tuesday, May 25 – Tuesday, August 24, 2021

- Training, Orientation, Early-Arrival Programs and Welcome Week

**SPRING**
Sunday, January 9 – Tuesday, January 11, 2022

- Spring Welcome Weekend

**ACADEMIC YEAR**
Wednesday, August 25, 2021 – May 1, 2022

- Up to 10 hours/month for First-Year Programming

On-campus housing will be provided in the summer.

**STAFF CONTACT**

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**OFFICE CONTACT**

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orientation@rochester.edu

**APPLY ONLINE AT**
rochester.edu/college/orientation

Applications due March 5!