2014 Orientation Leader Job Description

What does the position of Orientation Leader include?

Orientation Leaders welcome and assist Bloomfield College incoming students and their families during the New Student Orientation program. OLs represent the student body and actively ensure that all participants have the most positive experience possible. We seek enthusiastic, outgoing, and knowledgeable individuals who understand what it means to be a Bloomfield College student and strive to represent the absolute best Bloomfield College has to offer. In all activities, the Orientation Leader recognizes the service to students and families is a top priority.

What are the responsibilities of an Orientation Leader?

OLs serve as role models and conduct themselves as such. OLs facilitate groups of 20-25 new students per orientation session. Responsibilities include:

- Lead an orientation group; motivate and assist these students with regards to orientation sessions, activities, and meals.
- Be punctual, reliable, and conscientious in the performance of all responsibilities.
- Attend all training and orientation sessions, including staying in the Residence Halls from Aug. 20 – 29.
- Prepare orientation materials (stuff folders, make name tags, etc.) and assist with orientation logistics.
- Acquaint new students and parents with campus services, activities, and building locations.
- Answer questions about the college to the best of your abilities.
- Facilitate ice breaker and team building activities with new students.
- Serve as a positive role model.
- All other duties as assigned.

What are the qualifications to apply?

Successful candidates must:

- Be a full-time Bloomfield College student.
- Be in good academic and disciplinary standing (2.3 cumulative GPA required).
- Be available for training & residing on campus from August 16 – 24, 2014.
- Possess a positive attitude, high energy level, knowledge of and enthusiasm for Bloomfield College.
- Have the ability to work well with a diverse group of people.
- Exhibit a professional attitude, positive work ethic, strong interpersonal and communication skills.
- Be able to work well within a team and take initiative when necessary.
- Have the ability to problem solve and manage conflict.
- Be a positive role model for incoming students.

What are the mandatory job requirements?

If you are selected to serve as an Orientation Leader, you MUST commit to the following:

- Participate in all Orientation Leader trainings (August 16 – 20, 2014).
- Be available to work at ALL New Student Orientation sessions in August (August 21 - 24, 2014).
- Orientation Leaders MUST reside on campus during orientation & training.
What should applicants know about the job?

What else should applicants know about the job?

- An Orientation Leader commits to the program.
- You must maintain high standards of ethical behavior and professionalism regarding new students and families.
- You will have to work effectively with parents, peers, faculty, and staff.

What is the compensation?

- A $150 stipend.
- Meals during training periods and Orientation sessions.
- Staff shirt & fun novelties.
- Invaluable leadership experience.

Application information.

Applications will be available on March 25, 2014. All completed materials must be submitted to the Center for Student Leadership and Engagement no later than 4:30pm on Wednesday April 16, 2014. Late and incomplete applications will NOT be considered.

All completed applications submitted must include the following:

✓ Filled out and signed application form.
✓ Typed responses to the application questions on a separate page.
✓ Typed professional resume.
✓ Two completed recommendation letters signed and sealed by reference.
  (At least 1 reference should be from a BC faculty/staff member)
## CONTACT INFORMATION

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<th>On Campus/School Address (If same as above just write same)</th>
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## ACADEMIC HISTORY

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<th>Expected Graduation Date</th>
<th>Major/Minor:</th>
<th>Housing Status: Please circle one.</th>
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<th>Cumulative GPA (Requirement is 2.3 This will be verified)</th>
<th>Have you ever been found responsible for a violation of the Student Code of Conduct? (If yes, please explain)</th>
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## CAMPUS INVOLVEMENT/LEADERSHIP EXPERIENCE

*Please list all campus recognized organizations that you have been a member of, leadership positions held, athletic team involvement, community service involvement and/or leadership retreats attended. You may also include involvement in high school activities.*

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## EMPLOYMENT HISTORY/RESUME

*Please attach a current copy of your resume.*
COMMUNICATION/PUBLIC SPEAKING EXPERIENCE

Please list experience you have had speaking with small and large groups.

SUMMER OBLIGATIONS

Please list ALL obligations you will have during July and August. (i.e. family commitments, summer work hours, academic obligation, internships, etc.)

APPLICATION QUESTIONS

Please type your responses to the following questions on a separate page and attach the page(s) to your application.

1. Explain why you want to be a member of the 2014 Orientation Team.
2. Why are orientation programs important to new, incoming students?
3. What are your future professional goals and how can this position assist you with achieving them?

REFERENCES

Names of two professional references. One reference must be a Bloomfield College faculty/staff member. Applications MUST include one letter of recommendation from each of the references listed below.

I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of its record may be considered cause for separation. I hereby grant permission for the Center for Student Leadership and Engagement to access my grade point average, enrollment status, and judicial records to verify any information I have provided on this application.

__________________________________________________    _______________________
Applicant signature         Date

APPLICATIONS MUST BE SUBMITTED IN THE C.S.L.E. OFFICE BY
4:30PM ON Wednesday, APRIL 16, 2014