

JOB DESCRIPTION

ORIENTATION LEADER

RESPONSIBILITIES

- Welcome new students to William Paterson University during comprehensive one day orientations for first year and transfer students.
- Answer questions from new students and parents about New Student Orientation.
- Welcome parents and family members to the University and assist with their transition.
- Understand campus resources and provide important information to new students.
- Facilitate specific components of orientation with small and large groups of new students.
- Tour students around campus, highlight facilities and share important need to know information.
- Problem solve day-to-day issues, unexpected issues, and provide utmost customer service.
- Represent William Paterson University Office of Student Development and Campus Activities, Service & Leadership.

MANDATORY DATES

Orientation Leader Training:
Tuesday, June 5th, Wednesday, June 6th,
and Thursday, June 7th

Must be available for at least five (5) of the following dates:

Thursday, July 12th

Wednesday, July 25th

Thursday, July 26th

Wednesday, August 1st

Thursday, August 2nd

Tuesday, August 7th

Wednesday, August 8th

Late Orientation Tuesday, August 28th

Other Mandatory Dates:

Move-In (9/2)

Welcome Day (9/4)

Transfer Orientation dates (one mandatory):

Tuesday, July 31st

Wednesday, August 15th

COMPENSATION

Orientation Leader Training	\$220.00
First Year Programs (at least 5; \$150 each)	\$750.00
Transfer (1 mandatory) \$100 each	\$200.00
Move In/Welcome Day	\$125.00
Late Orientation	\$75.00
Welcome Week Activities (optional)	\$25/each
Total range for all days:	\$1,395.00 - \$1,470

JOB DESCRIPTION

PARENT PIONEER

RESPONSIBILITIES

- Welcome new students and their families to William Paterson University during comprehensive one day orientations for first year and transfer students.
- Answer questions from parents about New Student Orientation.
- Welcome parents and family members to the University and assist with their transition.
- Understand campus resources and provide important information to parents.
- Help facilitate components of the parent/family orientation program.
- Tour parents around campus, highlight facilities and share important need to know information.
- Problem solve day-to-day issues, unexpected issues, and provide utmost customer service.
- Represent William Paterson University Office of Student Development and Campus Activities, Service & Leadership.

MANDATORY DATES

Orientation Leader Training:

Tuesday, June 5th, Wednesday, June 6th, and Thursday, June 7th

Must be available for at least five (5) of the following dates:

Thursday, July 12th

Wednesday, July 25th

Thursday, July 26th

Wednesday, August 1st

Thursday, August 2nd

Tuesday, August 7th

Wednesday, August 8th

Late Orientation Tuesday, August 28th

Other Mandatory Dates:

Move-In (9/2)

Welcome Day (9/4)

Mandatory Transfer Orientation dates:

Tuesday, July 31st

Wednesday, August 15th

COMPENSATION

Orientation Leader Training	\$200.00
First Year Programs (at least 5; \$100 each)	\$500.00
Transfer (2) \$75 each	\$150.00
Move In/Welcome Day	\$125.00
Late Orientation	\$75.00
Welcome Week Activities (optional)	\$25/each
Total range for all days:	\$1,075.00 - \$1,150

JOB DESCRIPTION

SENIOR ORIENTATION LEADER

RESPONSIBILITIES

In addition to Orientation Leader responsibilities, a Senior Orientation Leader will:

- Assist in facilitation of Orientation Leader training and development
- Coordinate the min x min schedule and update OL relevant resources with professional staff
- Maintain contact with professional staff
- Assisting Orientation Leaders with planning and facilitation of Orientation tasks and activities
- Assist professional staff with day to day responsibilities
- Checking academic classroom sessions and student to student
- Setup and breakdown of special events
- OL group meetings
- Other duties as assigned

MANDATORY DATES

Orientation Leader Training:

Tuesday, June 5th, Wednesday, June 6th, and Thursday, June 7th

Must be available for ALL of the following dates:

Thursday, July 12th

Wednesday, July 25th

Thursday, July 26th

Wednesday, August 1st

Thursday, August 2nd

Tuesday, August 7th

Wednesday, August 8th

Other Mandatory Dates:

Move-In (9/2)

Welcome Day (9/4)

Mandatory Transfer Orientation dates:

Tuesday, July 31st

Wednesday, August 15th

Late Orientation Tuesday, August 28th

COMPENSATION

SOL Training	\$100.00
Preparation Days (Approx. 4 days \$50/day)	\$200.00
Orientation Leader Training	\$220.00
First Year Programs (7; \$200 each)	\$1400.00
Transfer (2) \$ 125 each	\$300.00
Late Orientation	\$75.00
Move-in/Welcome Day	\$150.00
Welcome Week Activities (optional)	\$25/each

Total range for all days:

\$2,470 - \$2,545

ORIENTATION LEADER

BENEFITS

- Free meals/lodging while working during training
- A staff uniform
- Access to many University services
- 3-day retreat of expert leadership development and training
- More knowledge about your campus
- Networking with faculty, staff, peers, and new students
- Extensive leadership training
- Enhance self-confidence
- Serve as a role model for others
- Make money
- Have fun!

QUALIFICATIONS

- GPA of 2.5 or higher
- Good academic standing and disciplinary status with the University
- Understand and support the purpose of the New Student Orientation and the mission of WPU
- Demonstrate the ability to work and communicate effectively with a diverse group of team members, students, parents, and WPU faculty and staff.
 - Strong interpersonal and time management skills
 - Creative, motivated and possess a strong work ethic
 - Strong sense of commitment and responsibility
 - Ability to serve as a role model for new students
- Must be continuing as an undergraduate/graduate student at William Paterson in the Fall of 2018.
- Must be able to attend all training dates and all dates mandatory for your position.
- (Senior Orientation Leaders) Must be a returning Orientation Leader.

ORIENTATION LEADER

INTERVIEW TIPS

- **Dress professionally. While Orientation Leaders have lots of fun, this is still a job!**
- **Clean up your online profiles. We are looking for a team that represents themselves and the University positively.**
- **Be prepared to speak about your previous leadership experience.**
- **Make sure your references are able to attest to your professional/leadership experience - do not choose your friends as references.**
- **Be yourself! Orientation Leaders must be personable and friendly. Smiles and laughs are highly encouraged!**

SENIOR OL TIPS

- **Senior Orientation Leaders are returning Orientation Leaders who show exemplary leadership, grades, and involvement.**
- **Make sure to keep your internet profiles clean and positively representative of the University.**
- **As well as online, continue to present yourself as a positive face for the University.**
- **Remain in good academic and disciplinary standing with the university.**
- **Take on more leadership roles or jobs on campus to illustrate your commitment to the University.**

HOW TO APPLY

Login to your WPCconnect Account

Click "Students" tab

Find link to right under "Campus Life"

Please fill out entire application and submit references no later than February 28, 2018.