



Orientation Leader Job Description and Application

A University of Baltimore **Orientation Leader** motivates incoming freshmen, sophomore, and transfer students by providing them with assistance in the areas of campus engagement, academic study, and networking opportunities, in addition to easing their transition into the UB community. **Orientation Leaders** will begin working with new students during the transition period starting July 1st and concluding November 1st. **Orientation Leaders** create a positive impression on the overall UB experience through their connections to the incoming students.

Each **Orientation Leaders** will gain professional and leadership experience, as well as develop friendships and connections. Stipends, based on the satisfactory completion of all required tasks and duties will be awarded in the range of \$400.00 (for new OL team members) or \$600.00 (for returning OL team members). Specific amounts for stipends will be determined after University budget approval.

Orientation Leader Requirements:

- Be a full time undergraduate student with a GPA of 2.5 or higher or
 - a Graduate with a GPA of 3.0 or higher (transfer OL team only)
- Be able to work with a diverse group of people
- Possess a positive attitude, high energy level, and knowledge of and enthusiasm for UB
- Responsibilities Include
 - Attend two classroom training session – focusing on practical and theory based training
 - Thursday, May 20th 9-12pm
 - Friday, May 21st 2-6pm
 - Be available to participate in the Access UB Video – filmed July 14th and 15th
 - *6 hrs per day*
 - Assist in the planning of and participate in a summer event for transfer and incoming sophomore students. **(This applies to the Sophomore and Transfer OL teams only)**
 - Friday, July 23rd *8 hrs*
 - Maintain office hours as assigned – hours will be flexible with vacations
 - *5-10 hrs per month*
 - Be available the week of Access UB Preparation days (Aug 16-18), shifts will be assigned after training
 - *5 – 8 hrs total*
 - **Freshmen and Sophomore OL's** participate fully in Access UB August 19th - August 21st the 20th is a preparation day.
 - *Aug 19th 4 hrs*
 - *Aug 20th 10 hrs*
 - *Aug 21st 10 hrs*
 - **Transfer OLs** participate fully in Access UB August 19th, 20th and 21st
 - *Aug 19th 4 hrs*
 - *Aug 21st 10 hrs*
 - *Aug 24th 4-5 hrs*

See back for more details

- Participate in at least one (1) welcome week activity
- **Freshmen and Sophomore OL Teams** attend the wrap-up session with assigned students, date *subject to change, CSI will be flexible with school schedules*
 - *October 26th 12pm to 2pm and/or 3pm to 5pm*
- Contact assigned incoming students
 - Make 1 initial phone call using the phones supplied at UB to new students
 - Make 3-5 email and/or phone contacts before classes start including reminders to RSVP and attend Access UB until August 20th
 - *10 hrs*
 - Arrange weekly contacts with your assigned students, to begin the week of August 30th and to conclude November 1st, these contacts may include meetings in individual or small groups
 - *10 – 15 hrs*
- Complete all contact paperwork/logs on time
- Stay up to date on current events at UB and the surrounding community
- Other duties as assigned

Orientation Leaders will report to their assigned **Orientation Leader Team Captain** as well as reporting to Joe Slider, Student Activity Coordinator, or ARC Staff member (*if on the transfer OL Team*).

If you are interested in becoming an **Orientation Leader** please complete the attached application and submit it to the Rosenberg Center for Student Involvement, Student Center Room 303. The application deadline is Monday April 6th at 6pm. Interviews will be conducted on a rolling basis and all students selected to become **Orientation Leader** will be notified by phone and email no later than May 8th.

If you have any questions or concerns, please call Joe Slider, Student Activity Coordinator at 410-837-5688 or email jslider@ubalt.edu.



Orientation Leader Application 2010

All applications must be submitted to the Rosenberg Center for Student Involvement, Student Center room 303, by 6:00pm April 6th 2010. Applications will be reviewed on an ongoing basis.

Personal Information

Name:	Student ID:
UB Email Address:	
Phone Number:	
Address: _____ _____	
City/State: _____ Zip code _____	
Year (check one): <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate	
Transfer Student (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, from what institution?
Projected graduation date:	Cumulative GPA
Major/Minor	

References

Please list two references, (preferably UB faculty or staff.) These may be attached on a separate form

Name:	Phone #
Title:	Office Location
Address	
Name:	Phone #
Title:	Office Location
Address	

Extracurricular Activities

List, in order of importance to you

College Activities		
Organization	Position / Offices Held	Semester Involved (1, 2, 3, etc)

College Academic Honors and Awards (if applicable)

Do you currently work on campus? Yes No

If yes, what office do you work for? _____

Personal Statement

Using a separate page, please explain why you feel you would make a great Orientation Leader beyond what was covered in this application. You may include your own experiences from orientation, club/organization experiences or anything that will help us know more about you.

Please type your essay, double spaced, and write no more than one page.

All students who are selected for interviews will be notified by phone and email to schedule a date and time that will work around your schedule. All students who are selected to become Orientation Leaders will be notified no later than May 8th and are expected to attend the mandatory training sessions (Thursday May 20th and Friday May 21st), video filming (July 14-15) and Access UB (Aug 19th - 20th, the 21st is a preparation day) and be available for flexible shifts between August of 16th – 18th).