

2024 Orientation Leader Position Description

Expectations & Responsibilities

Orientation Leaders will have a wide variety of responsibilities centered around numerous projects during the year. This role is based on teamwork & collaboration, & each OL will assist with various aspects of the preparation & implementation of New Vol Orientation that include, but are not limited to:

Spring Semester Hours

- Attend & actively participate in weekly Orientation Leader training.
- Shadow select Spring Big Orange Welcome events in January & February 2024.
- Participate in an Orientation Leader weekend retreat.
- Prepare for, travel to & participate in an orientation-focused, student-leadership conference (SROW).

Vol Summer Visit

- Participate in an extended Vol Summer Visit training.
- Assist with program logistics while demonstrating excellent problem-solving & critical thinking skills.
- Facilitate group discussions, activities, & events for new Vols.
- Familiarize new students & families/guests with campus services & activities.
- Lead campus tours & provide directions across campus for new students & families.
- Provide extraordinary customer service to all participants of Vol Summer Visit.

Big Orange Welcome (Fall 2024 & Spring 2025)

- Facilitate group activities & events for new Vols such as bingo, craft nights, Trivia Tuesdays, etc.
- Oversee logistics of large-scale events including Torch Night & New Vol Fest.
- Present information to new students at various Big Orange Welcome events & panels.
- Serve as a mentor & role model to incoming students by displaying responsibility & maturity.
- Familiarize new students & families/guests with campus services & activities.
- Provide extraordinary customer service to all participants of Big Orange Welcome.
- Work 40 hours during the first week of Big Orange Welcome.
- Work up to 10 hours per week during weeks 2-6 of Big Orange Welcome.

General Responsibilities

- Stay engaged with the Orientation team outside of designated staff meeting & retreat times.
- Collaborate with Team Leaders, other Orientation Leaders, interns, & NSO professional staff.
- Demonstrate the ability to be reliable, responsible, helpful, & flexible.
- Demonstrate the ability to work & communicate effectively with a diverse group of people.
- Show respect for others, & a willingness to appreciate other's views.

***This list is not exhaustive & other duties will be assigned.**



Eligibility

To be considered for an Orientation Leader position, each candidate must:

- Be a full-time undergraduate student at the University of Tennessee throughout the Fall 2023, Spring 2024, Fall 2024, & Spring 2025 semesters.
- Have completed 12 credit hours at the University of Tennessee by January 2024.
- Maintain a 2.5 cumulative GPA (if below a 2.5 GPA, the applicant must speak with an NSO Staff member). GPA will be verified during the application process & throughout the OL term.
- Be in good academic standing with the University of Tennessee & uphold the University standards of conduct through the duration of the position.
- Be able to work effectively with a diverse group of team members.
- **Request to take courses during the summer semester(s). Any classes must not conflict with Vol Summer Visit.**
- **Request to hold an outside job during the summer contract period. Any outside job must not conflict with Vol Summer Visit.**
- Be available to attend **ALL** required dates of service (listed below).

Benefits

- Serve as a mentor to incoming students.
- Gain leadership opportunities & professional experiences.
- Network with university staff & fellow student leaders.
- Serve on a small group dedicated to developing & enhancing New Vol Orientation.
- Gain knowledge of campus resources & services.
- University gear including but not limited to, staff polos, nametags, T-Shirts, etc.
- Select meals during spring staff meetings, Vol Summer Visit, and Big Orange Welcome.
- On-campus housing may be provided during Vol Summer Visit.
- \$11.00 / hour.



Required Dates of Service

Employment as an Orientation Leader begins in January 2024 & extends through February 2025. OLs are expected to attend **ALL** required dates of service during the employment term. Exceptions will not be provided for other campus involvement or jobs.

Fall 2023

Welcome Reception | December 7, 2023 | 4:00 - 5:00 PM

Spring 2024

Spring Big Orange Welcome Shadow Opportunities | January - February 2024

OL Training | Wednesdays from 3:30 - 5:30 PM | January 24 - May 1 | Perkins 218

Retreat | February 2 - 3, 2024 | On-Campus

SROW Workshop | February 24, 2024 | 3 hours | On-Campus

SROW Conference | March 7 - 10, 2024 | Charlotte, NC

Summer 2024

Vol Summer Visit Training | May 31 - June 4, 2024

Vol Summer Visit | June 5 - 28, 2024

Fall 2024

Big Orange Welcome | August 12 - September 27, 2024

Orientation Leader Recruitment | September - November 2024

Spring 2025

Spring Big Orange Welcome | January - February 2024



Application & Interview Process

- Complete your application by **11:59pm on October 23, 2023**. Applications will go live on September 25, 2023, and can be found on the main website.
- Following this application, students who are invited to continue in the selection process will be notified via email to sign up for a group interview. Interviews will be conducted during the week of **October 30, 2023**.
- Following group interviews, students who are invited to continue in the selection process will be notified via email to sign up for an individual interview. Individual interviews will be conducted during the week of **November 6, 2023**.
- Selected Orientation Leaders will be notified by **November 20, 2023**.
- 2024 Orientation Leaders will be invited to the OL Welcome Reception on **December 7, 2023**.