

2017 ORIENTATION LEADER APPLICATION INFORMATION PACKET



ORIENTATION PROGRAM OVERVIEW

Orientation helps new students and their guests acclimate to the University of Virginia. The goals of orientation are:

- To introduce students to academic life at the University through course registration
- To connect new students to other students, faculty, and administrators, as well as to life at the University
- To familiarize students with Grounds
- To familiarize the parents/guests of new students with the University experience

ORIENTATION LEADER POSITION DESCRIPTION

Orientation & New Student Programs will select a group of dedicated undergraduate leaders to assist with implementing orientation programs for summer and fall. Each Orientation Leader serves as a resource for new students and their guests who are transitioning to the University of Virginia. Orientation Leaders possess knowledge about the University acquired through training and experience, and are skillful at sharing this information with orientation participants. Becoming an Orientation Leader is a unique honor and a rewarding opportunity for personal and professional growth.

MINIMUM QUALIFICATIONS

- **Minimum cumulative GPA of 2.0**
- **Good judicial/disciplinary standing with the University**
- Commitment to the mission and goals of Orientation & New Student Programs
- Leadership potential, professional demeanor, strong work ethic, and willingness to take initiative
- Openness to strengthening understanding of multiculturalism, diversity, and social justice
- Positive attitude, energy, knowledge of and enthusiasm for the University of Virginia
- Good teamwork, communication, and interpersonal skills
- Ability to work effectively with a diverse group of team members, students, and parents
- Desire to learn about the University's community, programs, resources, policies, and procedures
- Flexibility, responsibility, and willingness to assist others

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ORIENTATION LEADER ROLES & RESPONSIBILITIES

- Attend and participate in all spring training sessions
- Attend and participate in a two-week Orientation Leader training session before the start of the Orientation sessions in the summer, be responsible for all information covered during this training
- Serve as a positive representative of the University to new students and their guests
- Answer questions about social and academic aspects of University life
- Facilitate new students' introduction to the University by maintaining an open, helpful attitude and using effective communication
- Lead groups of new students during small group discussions, icebreakers, meals, and activities
- Facilitate small group interactions on various topics, including course enrollment and student life issues
- Explain academic advising and course enrollment procedures for all undergraduate schools and answer basic questions about requirements, course loads, and elective classes
- Supervise activities while living among new students attending Summer Orientation sessions
- Facilitate social activities for new students through direct involvement and participation
- Work closely with other Orientation Leaders and Orientation & New Student Programs staff to develop, prepare, implement, and evaluate orientation programs
- Provide administrative support for the program, including preparation of orientation materials
- Work with Orientation & New Student Programs staff to assist with and support all aspects of the orientation program, including Move-In Days and Fall Orientation



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TERMS AND CONDITIONS OF EMPLOYMENT

Orientation Leaders must be full-time students for the 2017 fall semester, and they must remain in satisfactory academic and disciplinary standing during the 2017 spring semester.

- **TRAINING:** Orientation Leaders must be present and on-time for all scheduled training sessions and work assignments. During the summer training period, Orientation Leaders have off the following Saturdays and Sundays: June 24-25 and July 1-2. Tuesday, July 4 is also observed as a holiday. In addition, Orientation Leaders are expected to attend team meetings as designated by their Senior Orientation Leader.
- **ORIENTATION PROGRAMS:** Throughout the Summer Orientation period, Orientation Leaders are expected to work full days on Mondays, Tuesdays, Thursdays, and Fridays. Orientation Leaders are required to attend two Wednesday debriefing sessions (9:00 am-1:00 pm) on July 12 and 19. All other times are designated as time off.
- **SUMMER HOUSING:** Orientation Leaders will remain in residence in the facilities provided during training and Summer Orientation sessions. Specifically, Orientation Leaders must stay in their assigned residence halls on Sunday and Wednesday nights prior to each orientation session and on Mondays and Thursdays during orientation sessions. Orientation Leaders are, however, encouraged to stay in the residence halls throughout their employment.
- **SUMMER CLASSES/EMPLOYMENT:** Orientation Leaders may not commit to any other compensatory or non-compensatory engagements that would interfere with their employment during the Orientation work period (June 18–August 1 and August 16–18). Orientation Leaders are allowed to enroll in Summer Session I only, as Orientation Leader work dates conflict with Summer Sessions II and III.
- **COMPENSATION AND BENEFITS:**
 - \$2,000 stipend, subject to required payroll deductions
 - Housing in a single, air-conditioned room in the Alderman Road residence area during training and Summer Orientation sessions
 - Breakfast, lunch, and dinner during each orientation session, and breakfast for Wednesday debriefing meetings between sessions. All meals are provided during Orientation Leader Training.
 - Orientation Leader uniform shirts
 - Parking privileges at Scott Stadium during Training and Summer Orientation
 - Option to purchase a discounted summer pass for intramural-recreation privileges

MANDATORY 2017 ORIENTATION LEADER DATES

SPRING TRAINING MEETING 1

Friday, March 31, 4:00–6:00 pm

SPRING TRAINING MEETING 2

Friday, April 7, 4:00–6:00 pm

SPRING TRAINING MEETING 3

Friday, April 21, 4:00–6:00 pm

OLs MOVE IN TO ALDERMAN

Sunday, June 18

OL TRAINING

Monday, June 19 – Wednesday, July 5

SUMMER ORIENTATION

Thursday, July 6 – Tuesday, August 1

OLs MOVE OUT OF SUMMER HOUSING

Wednesday, August 2

OLs RETURN FOR INTERNATIONAL ORIENTATION

Monday, August 14

SESSION K | INTERNATIONAL STUDENT SESSION

Wednesday, August 16 – Friday, August 18

FALL ORIENTATION

Saturday, August 19 – Monday, August 21

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SELECTION PROCESS OVERVIEW

STEP 1: ATTEND THE INFORMATION SESSION.

Applicants are strongly encouraged to attend the January 24 information session to learn about the Orientation Leader experience and selection process.

STEP 2: REVIEW SELECTION PROCESS INFORMATION AND APPLICATION MATERIALS.

Confirm that you are available for all dates and times, and note if you have any questions about the Orientation Leader position or selection process.

STEP 3: COMPLETE THE ONLINE APPLICATION.

The application informs us about an applicant's experiences and motivation for becoming an Orientation Leader. All parts of the application must be completed and submitted by **MONDAY, JANUARY 30 AT 4:00 PM**. References are due by Tuesday, January 31 at 4:00 pm.

- **Essay questions:** You will be asked to provide a short answer (no more than 250 words) on all questions. Applicants are encouraged to prepare responses in a Word document and copy/paste answers into the online application.
 - ⇒ **Question 1:** Tell us about yourself! What are the communities, organizations, and activities in which you are involved that are most meaningful to you?
 - ⇒ **Question 2:** What does being a student at UVA mean to you?
 - ⇒ **Question 3:** What unique characteristics do you possess that would make you a positive addition to the Orientation Leader team?
 - ⇒ **Question 4:** First-year students are not the only population of students that are served by Orientation & New Student Programs. We also provide orientation sessions for transfer students, international students, and their guests. How might you approach working with these populations?
 - ⇒ **Question 5:** What is a difficult experience that you encountered and how did you manage it?
 - ⇒ **Question 6:** FREE SPACE: Is there anything that has not been conveyed in this application that you want to share with us?

References: List the name and contact information for one reference.

Your application is not complete until we receive a completed reference form from your reference. It is the applicant's responsibility make sure your recommender completes this form on time.

STEP 4: PARTICIPATE IN A GROUP INTERVIEW (PENDING INVITATION).

The group interview process is designed to assess each applicant's communication and listening skills, flexibility, maturity, cooperation, initiative, and leadership style in a team environment. Applicants will be notified on Wednesday, February 1 if they are invited to participate in the group interview. Groups are made up of 10-12 applicants and are facilitated by a former Orientation Leader and a University faculty or staff member. Group interviews will be held **on Saturday, February 4, 2017 from 9:00 am–noon**. Dress is business casual.

STEP 5: INDIVIDUAL INTERVIEW (PENDING INVITATION):

Select applicants will be invited to the final phase of the interview process, the individual interview. These will be conducted by Orientation & New Student Programs staff and former Orientation Leaders. The individual interview process is designed to provide insight regarding candidates' experiences, qualifications, and understanding of the University and the Orientation Leader role. Dress is business casual.

ORIENTATION LEADER SELECTION TIMELINE

**ORIENTATION
INFORMATION SESSION**
Wednesday, January 25

APPLICATION DEADLINE
Monday, January 30, 4:00 pm

REFERENCE DEADLINE
Tuesday, January 31, 4:00 pm

GROUP INTERVIEW NOTIFICATION
Wednesday, February 1

GROUP INTERVIEW SIGNUPS
Wednesday, February 1 –
Thursday, February 2

GROUP INTERVIEWS
Saturday, February 4

**INDIVIDUAL INTERVIEW
NOTIFICATION**
Wednesday, February 8

INDIVIDUAL INTERVIEW SIGN-UPS
Wednesday, February 8
Thursday, February 9
Friday, February 10

INDIVIDUAL INTERVIEWS
Tuesday, February 14–
Thursday, February 16

SELECTION ANNOUNCEMENT
Tuesday, February 28

ACCEPTANCE DEADLINE
Monday, March 13, 4:00 pm

Questions?

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