ORIENTATION LEADER
POSITION DESCRIPTION

The Orientation Leader (OL) position exists within New Student Programs to welcome and acclimate new students to the campus during New Student Orientations, Transfer & Adult Student Orientations, Panther Academic Welcome, and other programs. OLs will play a vital role in helping facilitate the transition of new students by providing students and their families information about University programs and services. Through a variety of experiences and opportunities, OLs have the power to make a positive and lasting difference in the UWM community and develop great leadership and résumé-building skills in the process.

Note: New Student Programs is committed to safely and effectively meeting the public health challenge presented by COVID19. We will continue to create dynamic, engaging, and virtual experiences for our incoming students and student leaders until fall 2021.

Please contact Natalie Vang (nlvang@uwm.edu) with any questions regarding the Orientation Leader position.
**OL RESPONSIBILITIES**

- **Welcome and acclimate** new students and their families during Orientation programs
- **Lead ‘Panther Virtual Hangouts’** sharing personal stories and promote interaction among groups of new students by facilitating icebreakers and small group discussions on college transition-related concerns and opportunities
- **Support Academic Advising staff** through School/College virtual meetings and ‘Orientation Leader Office Hours’ to support students through the course enrollment process, utilizing the PAWS registration system
- **Facilitate and conduct student programming activities** to help students develop social connections, including live virtual Affinity Spaces and Campus Meet & Greet sessions
- **Attend or present on live virtual Orientation program** sessions including Healthy & Successful U, Housing, Commuter Success, and Family sessions
- **Communicate with students** prior to and after programs utilizing social media, calling, texting, and emailing campaigns; follow up with students to complete required Orientation items
- **Assist in the preparation of Orientation activities and materials**
- **Participate in 1:1 meetings** with Student Coordinator supervisor, bi-weekly team meetings, and weekly staff meetings during Summer months
- **Participate in training activities** including Educational Psychology 279 (Leadership Course) spring semester, two-week summer training, mid-summer training, and PAW bootcamp
- **Address inappropriate behavior** among students and/or guests in virtual attendance at programs
- **Other duties as assigned**

**SKILLS GAINED**

- Knowledge of campus and commitment to the goals of Orientation
- Strong interpersonal and communication skills
- Teamwork and leadership skills
  - Ability to work effectively and collaboratively with diverse groups of people
- Public speaking, 1:1 and group facilitation
- Flexibility and adaptability
- Problem solving and critical thinking; keeping composure in fast-paced, challenging situations
- Positive customer service and willingness to assist others
- Competency in technology and video conference platforms
JOB REQUIREMENTS & MINIMUM QUALIFICATIONS

- Be enrolled in Educational Psychology 279 (Leadership Course) spring semester and be available for all scheduled trainings and program dates. *Dates are subject to change and date conflicts must be addressed before employment
- Highly motivated to work independently and be willing to work varied hours during summer programs
- Have access to internet, laptop/computer and webcam (not provided by New Student Programs)
- Must have a minimum cumulative and semester grade point average (GPA) of 2.5 at time of application and maintain it throughout the entire term of employment
- Enrolled as a full-time student for the next fall term before the start of the summer
- Behavior/Conduct records in University Housing and the Dean of Students Office will be checked when making hiring decisions. Must be free of any conduct violations at time of appointment and remain free while employed

COMPENSATION & TIME COMMITMENTS
$11.00 per hour; 25 hours a week (hours vary) starting the week of May 24, 2020 to September 1, 2021 (includes trainings and programs)
Uniforms provided

HIRING TIMELINE
Applications Open: Monday, September 21
Applications Due: Monday November 2
Orientation Leader Interviews: Week of November 9
Final Decisions (sent via email): Week of November 17
Orientation Leader Accept Deadline: Week of November 23
Orientation Leader Start Day: Monday, December 14—First OL Meeting (Required)
*Dates subject to change

IMPORTANT MANDATORY DATES

Should you have any questions about these dates or if you know you have conflicts, please contact Natalie Vang at nlvang@uwm.edu. Few exceptions will be made for absences given the importance of this role to the Panther community.

First Orientation Leader Meeting:
December 14: Orientation Student Staff Contract Signing (Time TBD)

Spring Class:
New OLs participate in a mandatory semester-long training course discussing various leadership topics including communication skills, group facilitation skills, team building, conflict management and resolution, critical thinking, social justice, and campus knowledge. Course meetings are held every Wednesday, 3:00-4:40pm of Spring semester, tentatively in virtual synchronous format. OLs will register for the 2-credit (elective) Educational Psychology class through PAWS by December 18, 2020.

Summer Dates:
- May 24-June 4: Summer Training (9:00am-5:00pm)
- Full month of June and July, and select dates in August; September 1
*Dates subject to change. Actual program dates will be provided upon hire.