Orientation Leader Application Information

Orientation Leader Position Description

Orientation and New Student Programs will select a group of mature and dedicated undergraduate leaders to assist with implementing orientation programs for summer and fall. Orientation Leaders serve as resources for new students and family members who are making the transition from their previous environment to the diverse academic, intellectual, and social culture of the University of Virginia. Orientation Leaders are expected to possess a specific body of knowledge about the University acquired through training and experience, and they must be sincerely interested in and skillful at sharing this information with orientation participants. Selection to the Orientation Leader team is a unique honor and a rewarding opportunity for personal and professional growth.

Orientation Program Overview

Orientation is designed to help entering students and their parents acclimate to the University of Virginia. The goals of orientation are:

- to introduce entering undergraduate students to the opportunities and responsibilities of academic life at the University;
- to integrate entering students into life at the University by connecting them to other students, faculty and administrators and by familiarizing them with Grounds;
- to help students learn how to maintain their personal health and wellness;
- to familiarize the parents of new students with the University experience; and
- to introduce students to University resources.

Minimum Qualifications

- **Good academic standing, with a minimum cumulative GPA of 2.0**
- **Good disciplinary standing**
- Knowledge of and commitment to the mission and goals of Orientation and New Student Programs
- Leadership potential, professional demeanor, strong work ethic, and willingness to take initiative
- Positive attitude, high energy level, 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

Orientation Leader Roles & Responsibilities

- Attend and participate in all spring and summer training sessions
- Serve as a positive representative of the University to new students and their guests
- Answer questions about both social and academic aspects of University life
- Facilitate new students' introduction to the University by maintaining an open, helpful attitude and using effective communication techniques
- Promote interaction among 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 and cooperate with other Orientation Leaders and Orientation and 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 and New Student Programs staff to assist with and support all aspects of the Orientation program, including Move-In Day and Fall Orientation

Terms and Conditions of Employment

- **Orientation Leaders must be returning, full-time students for the 2012 fall semester, and they must remain in satisfactory academic and disciplinary standing for the 2011 spring semester.**

Important Orientation Leader Dates

Spring Training Meeting 1
Friday, April 13, 3 – 6 pm

Spring Training Meeting 2
Friday, April 27, 3 – 6 pm

OLs move in to Hereford
Thursday, June 21

OL Training
Friday, June 22 – Tuesday, July 3

Summer Orientation
Thursday, July 5 – Friday, July 24

OLs return for Session H
Monday, August 20

Session H International Student Session
Wednesday, August 22 – Friday, August 24

Fall Orientation
Saturday, August 25 – Monday, August 27

- **Training:** Orientation Leaders must be present and on time without exception for all scheduled training sessions and work assignments. During the training period, Orientation Leaders will have time off Saturday and Sunday, June 23 – 24 and Saturday, June 30 – Sunday, July 1. Additionally, Orientation Leaders will be expected to attend team meetings as designated by their Senior Orientation Leader.

- **Orientation Programs:** Throughout the Summer Orientation period, Orientation Leaders will be expected to work full days on Mondays, Tuesdays, Thursdays, and Fridays. Orientation Leaders are required to attend two Wednesday debriefing sessions on July 11 and 18. 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.

- **Summer Classes/Employment**: Orientation Leaders may not commit to any other compensatory or non-compensatory engagements that would interfere with their work during the orientation work period (June 22 – July 24 and August 15 – 20). 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**
  - $1,700 stipend, subject to required payroll deductions
  - Housing in a single, air-conditioned room at Hereford, Gooch, or Dillard 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 Hereford/Scott Stadium during Training and Summer Orientation
  - Option to purchase discounted summer pass for intramural-recreational privileges

Selection Process Overview

STEP 1: Attend an information session.

While not required, applicants are strongly encouraged to attend an information session to learn about the Orientation Leader experience and selection process. Please come prepared with questions.

STEP 2: Thoroughly review selection process information and application materials.

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

STEP 3: Complete the online application.

The application is designed to better inform us about an applicant's background, work history, academic pursuits, and motivation for becoming an Orientation Leader. Please be clear and concise in your written responses. Access the application at: http://www.virginia.edu/orientation/?page_id=29

The application is made up of five parts: contact and general information, academic information, University and community activities, essay questions, references, and your confirmation and signature. The application must be completed and submitted by 4:00 PM on Wednesday, February 8.

- **Essay questions:** You will be asked to provide a short paragraph answer (no more than 150 words) on four questions. Applicants are encouraged to prepare responses in a word processing program and then copying and pasting answers into the online application.
  - **Question 1:** What characteristics do you possess that would make you a unique addition to the team?
  - **Question 2:** What one thing would you change about your first year at the University of Virginia? Why?
  - **Question 3:** First-year students are not the only population that Orientation and New Student Programs serve. We also provide orientation sessions for transfer students and students' families/guests. How could you help ease the transition to U.Va. for each of these populations (transfer students and families)? How might your approach with these groups differ from your work with first-year students?
  - **Question 4:** What advice would you give to the families of an incoming student? Why?

- **References:** List the names and contact information for two references (name, position, phone number, and email). One of the two references must be associated with the University (faculty, staff, administrator, RA, etc.). The second reference can be a former supervisor, teacher, etc. Your application is not complete until we receive a completed reference form from one of your references. Only one reference form will be accepted. Reference forms must be completed online at by http://www.virginia.edu/orientation/?page_id=29 Wednesday, February 8, by 4:00 pm.

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, responsibility, self-initiative, and leadership style in a diverse team environment. Applicants will be notified Tuesday, February 14 if they have been invited to participate in the group interview process. Group interviews will be made up of approxiumately 10 applicants and will be facilitated by a former Orientation Leader and a University faculty or staff member. Group interviews will most likely be scheduled from 9:00 am – Noon. Dress is business casual.

STEP 5: Individual interview (pending invitation):

A select number of applicants will be invited to continue to the individual interview process. Individual interviews will be conducted by Orientation and New Student Programs staff and former Orientation Leaders. The individual interview process is designed to provide more detailed insight regarding candidates' experiences, qualifications, and understanding of the University and the Orientation Leader role. Dress is business casual.

Tentative Orientation Leader Selection Timeline

Orientation Information Session
Tuesday, January 24 at 6:00 pm, O'Hill Forum

Orientation Information Session
Thursday, January 26 at 6:00 pm, Newcomb Hall-Kaleidoscope

Application deadline
Wednesday, February 8 by 4:00 pm

Notification of acceptance for group interview
Tuesday, February 14

Group interview sign-ups
Wednesday, February 15 – Friday, February 17

Group interviews
Saturday, February 18

Notification of acceptance for individual interviews
Monday, February 20

Individual interview sign-ups
Monday, February 20 – Tuesday, February 21

Individual interviews
Wednesday, February 22 – Friday, February 24

Selection announcement
Wednesday, February 29

Acceptance deadline
Friday, March 16 by 4:00 pm

Additional Questions?

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