



ORIENTATION LEADER INFORMATION SHEET/ JOB DESCRIPTION

POSITION DESCRIPTION

A SUNY Potsdam Orientation Leader (OL) conveys information to new students and their families about our programs and services. The OL assists with

- planning, preparing and implementing all orientation events,
- serves as a peer academic advisor, and
- plays a vital role in facilitating the adjustment of new students to our campus and the community.

The OL position is an outstanding opportunity for any student interested in gaining leadership skills and enhancing his/ her marketability.

QUALIFICATIONS

Orientation Leaders must possess a wide range of skills. The successful OL candidate will possess

- leadership experience and/ or potential;
- excellent oral and written communication skills;
- motivation and creativity; a willingness and ability to work with students, family, faculty, and staff; integrity; dependability;
- self-discipline;
- problem solving ability;
- good academic standing (2.7 minimum overall g.p.a.); and
- good disciplinary standing.

RESPONSIBILITIES

The OL will participate with all orientation events by:

- Assisting in the preparation of orientation activities and materials
- Attending all orientation activities
- Leading discussion groups with incoming students and family members
- Explaining academic opportunities and procedures
- Acquainting new students with campus services and building locations
- Serving as a peer academic advisor aiding in the development of individual class schedules, and assisting in the registration process
- Discussing sensitive issues and making appropriate referrals as necessary.

In addition, OLs will attend ALL training sessions and all orientation events.

BENEFITS

There are many benefits for outstanding students who pursue an Orientation position. Most importantly,

- OLs will gain significant leadership experience;
- have an opportunity to develop professional relationships with faculty, staff and students;
- and enhance their communication skills.

Additional remuneration is as follows: \$2000.00 stipend for 8 weeks of employment and a private room in a residence hall during training and orientation sessions. Students also have the opportunity of registering for three or six hours of upper division liberal arts internship credit (INTD 491).

OL TRAINING AND WORK SCHEDULE:

Each OL must participate in a three-week training and event preparation program in early June, be present during the five weeks of orientation sessions that run until the end of July, and participate in fall Welcome programs co-sponsored by the Office of First Year Transitions and Campus Life that begin the week before the fall semester begins.

THE NEXT STEPS: THIS IS IMPORTANT!!!!

Group interviews will be held on Saturday, February 18, 2012 from 10:00 a.m. – 12:30 p.m. in the Barrington Student Union. Candidates are expected to arrive before 10:00 a.m. at the Fireside Lounge to check in. All qualified applicants are to attend this session. Candidates for personal interviews will be selected from the Group Interview Process.

You will receive an email correspondence prior to the group interview so check your email messages over the winter break, mark your calendars, and we'll see you there.

Candidates unable to make the Group Interviews need to contact Louise Tyo at the Office of Student & Family Transitions immediately at ext. 2735.