



Orientation Leader Job Description (June, July, and August Orientation Programs for Domestic U.S. and International Students)

Gain Experience In:

- Inclusive Leadership
- Communication
- Problem-Solving
- Teamwork
- Public Speaking
- Interpersonal and intercultural Skills

Apply If You Are:

- Excited to give back to new students
- Passionate about MSU
- Dependable, reliable, and committed
- An excellent team player
- Motivated and eager to support others
- Able to perform independently

Job Responsibilities

Orientation Leaders (OLs) are responsible for administering a successful New Student Orientation (NSO) and providing a welcoming onboarding and transition experience for new students who come from diverse backgrounds and experiences within the US and from around the world. Orientation Leaders work to create an inclusive environment that enhances the growth, development, and empowerment of new students.

Responsibilities will include all of the following:

- Develop an information base and present information regarding academic expectations, university life and values, and other transition topics in an accurate and positive way to new students and families
- Check students and families in at the beginning of each new program and check students out at the end of each program
- Greet students and families, answer questions, direct traffic flow around Orientation, help students navigate through the Orientation schedule
- Assist students through the course enrollment process, ensure students are taking approved courses, and provide guidance navigating the course enrollment system
- Guide, lead, and be responsible for a group of 10-20 students per orientation session
- Work with a diverse team of 60 orientation leaders to assist ~600 total diverse students per session
- Facilitate meaningful group discussions and connections between students
- Lead small groups of students while sharing stories in various parts of campus centered around topics of campus traditions and MSU student experiences that recognize the range of different experiences and backgrounds of MSU's student population.
- Actively engage with students and provide overall support to make each program a success in accordance with the NSO goals and mission



New Student Orientation

MICHIGAN STATE UNIVERSITY

Qualifications

- Be an undergraduate student at MSU for Spring Semester 2020 and Fall Semester 2020 with a minimum 2.5 cumulative GPA (*exceptions may be made for graduating seniors*)
- International students in F-1 or J-1 status must be enrolled full-time (*or approved for Reduced Course Load by OISS*) for Fall Semester 2020 as per immigration regulation enrollment requirements. For immigration regulation enrollment requirements go to: <https://oiss.isp.msu.edu/immigration1/visa-immigration/status/>.
- Be fully available to participate in all training sessions (*Listed under "Time Commitment"*)
- Be fully available for all Orientation Programs (*Listed under "Time Commitment"*)
- Exhibit strong interpersonal skills, have the ability to lead and facilitate large, diverse groups
- Willingness to learn about campus facts and University services
- Must be able to work as part of a diverse team to accomplish group goals
- Have an appreciation for diversity and sensitivity toward a variety of ideas and values
- Ability to assume leadership roles and complete all assigned tasks
- May not hold outside employment during NSO dates. (*Weekend employment is permitted*)
- May not take in-person summer classes. (*Online summer classes will be permitted*)
- Be a positive representative for Michigan State University and adhere to and enforce the rules and regulations of Michigan State University

All exceptions to the qualifications stated above are at the discretion of the NSO Directing Staff and must be communicated and agreed upon prior to the employee's start date.

Time Commitment

OLs participate in training on topics including group facilitation, public speaking, equity and diversity, sexual misconduct, conflict management, communication skills, campus resources, MSU history, teamwork development, and a variety of orientation related topics.

OLs are required to attend **all** training sessions on the following dates and times:

- May 12, 13, 14, 19, 20, 21, 26, 27, 28 from 9:00am-5:00pm* (Tuesday-Thursday in May)
- May 15, 22, 29 from 10:00am-3:00pm* (Fridays in May)
- June 8-9 from 8:00am-9:00pm*
- June 10-12 from 8:00am-5:00pm*
- August 21 from 8:00am-5:00pm*
- **Breaks and meals provided for lunch and dinner*

OLs are required to assist with all Orientation Programs on the following dates and times:

- June 15, 17, 19, 22, 24, 29, July 1, 6, 7, 9, 13, 15, 20, 22 from 8:00am-9:00pm*
- June 16, 18, 23, 25, 30, July 2, 8, 10, 14, 16, 21 from 8:00am-12:00pm OR 12:00pm-5:00pm*
- June 26, July 17, July 23 from 7:00am-5:00pm*
- **Breaks and meals provided for lunch and dinner*
- August 24-28 from 8:00am-5:00pm (*exceptions may be made for Resident Assistants, Intercultural Aids, Athletes, and graduating seniors*)



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Compensation

- \$10.50 per hour; paychecks distributed bi-weekly
- Staff will be provided lunch and dinner on working days
- Students with an MSU housing contract for Fall 2020 will be allowed to move in free of charge on August 19, 2020

Application and Selection Process

Applicants will go through a three-tiered selection process.

- Applications and interviews will be accepted and scheduled on a rolling basis. The earlier you apply, the sooner you will interview and find out if you are selected. Apply early so that you can make your summer housing, travel, work and internship plans.
- Applications will be accepted until 11:59pm on Monday, March 30th. Applicants are encouraged to apply as soon as possible. The application may close early if all spots are filled.
- Applications will be reviewed by the New Student Orientation staff. Eligible applicants will be invited to participate in a 1 hour group interview.
- Applicants moving on from the group interview will be invited to participate in an individual interview.
- Applicants will be notified if they were selected to be an orientation leader within 2 weeks of their individual interview.