**Orientation Leader Job Description**  
(Virtual Programs)

### 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
- Meet students and families virtually, answer questions, and help students navigate through the Orientation process.
- Assist students through the course enrollment process, ensure students are taking approved courses, and provide guidance navigating the course enrollment system
- Virtually guide, lead, and be responsible for groups of students
- Facilitate meaningful group discussions and connections between students
- Lead small groups of students while sharing stories 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

### Qualifications
- Be an undergraduate student at MSU for Spring Semester 2021 and Fall Semester 2021 (exceptions may be made for graduating seniors).
- Have a minimum 2.5 cumulative GPA
- 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 2021 as per immigration regulation enrollment requirements. For immigration regulation enrollment requirements go to: [https://oiss.isp.msu.edu/immigration1/visa-immigration/status/](https://oiss.isp.msu.edu/immigration1/visa-immigration/status/)
● Be fully available to participate in all training sessions
● Be fully available for all Orientation Programs
● 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. (Exceptions must be approved by NSO staff)
● Be a positive representative for Michigan State University and adhere to and enforce the rules and regulations of Michigan State University

**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.
  ○ Training sessions will most likely take place during the month of May.
  ○ Specific dates and times are still to be determined.
● OLs are required to assist with all Orientation Programs.
  ○ Orientation Programs will take place throughout May-August
  ○ Specific dates and times are still to be determined.

**Compensation**
● $10.50 per hour; paychecks distributed bi-weekly

**Application and 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.
● Early Decision Applications will be accepted until 11:59pm on Sunday, January 24th. Applicants are encouraged to apply by this deadline as spots do fill quickly.
● Regular Decision Applications will be accepted until 11:59pm on Sunday, March 14th.
● Applications will be reviewed by the New Student Orientation staff. Eligible applicants 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.

***All exceptions to the qualifications and process 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. Further, job responsibilities are subject to change due to the program being under development.***