Orientation Leader Position Description
Student Transitions and Outreach

Preparation people to lead extraordinary lives

Position Purpose
Orientation Leaders serve as student ambassadors for Loyola’s orientation program. Orientation Leaders are representatives of Loyola University Chicago and Student Transitions and Outreach. Orientation Leaders are instrumental in assisting first-year and transfer students during the important time of transition to life at Loyola University Chicago.

I. Candidate Eligibility

A. Be an undergraduate, degree-seeking student who has completed a minimum total of 24 credit hours (or obtained sophomore status) by end of spring semester of which you are applying. (Students who apply before completing 12 hours at Loyola may be hired on a conditional basis until final grades have been posted).

B. Have an LUC grade point average (cumulative) of at least 3.0 at the time of application to be maintained throughout the position.

C. Be in good conduct standing with the University, including no significant or recent student conduct history.

D. Exhibit commitment to the mission of Student Transitions and Outreach and Loyola University Chicago.

E. Demonstrate the ability to work effectively with a diverse group of team members, students, and guests.

F. Attend one Orientation Leader Information session during the selection process.

G. Special conditions of the position: required to work long hours, multiple days in a row, ability to conduct tours or remain outside for significant periods of time, responsible for transporting materials to orientation sites for all program sessions.

II. Responsibilities
The following is a summary of expected duties. The list is not comprehensive and additional duties may be assigned at any time.

A. Group Development and Facilitation

1. Build community among student groups. Facilitate ice breakers and team builders that allow students to engage with one another throughout the orientation session.

2. Be knowledgeable of students in student group including knowing each student’s name and building rapport with each student.

3. Conduct well-organized, thorough group meetings and discussions for new students.

4. Maintain regular communication with new students throughout the summer and academic year via email, Facebook groups, etc..

5. Work effectively with guests of the orientation program, including building professional rapport and assisting guests as needed.

B. Program Execution

1. Assist students and guests throughout the Orientation program including check-in, referring to campus resources, and guiding students and guests throughout the programmatic schedule.

2. Be a source of information regarding academics, policies and procedures, campus services, activities, building locations, and other aspects of life at Loyola.

3. Participate in student and guest sessions including the development and execution of College 101 skits, conducting campus tours, participating in student panels, and engaging in campus partner presentations.

4. Serve as a peer advisor, assisting college representatives and academic advisors in order to help
students select an appropriate schedule and register for courses.

5. Enforce University and residential policies in accordance with Loyola’s Community Standards.

C. Role Model and Representative
   1. Welcome new students and guests to their orientation experience at Loyola.
   2. Represent all University organizations equally and accurately to new students and guests.
   3. Serve as a positive role model for all students. This includes but is not limited to modeling appropriate
      and mature behavior both on-and off-campus as well as via digital and social media.
   4. Support the vision, mission, values, and goals of the Orientation Program, Student Transitions and
      Outreach, and Loyola University Chicago.
   5. Abide by all university policies, Maroon and Gold Standards, residence hall policies, and student staff
      member expectations as described and provided in training sessions and through supervision.

D. Administrative Duties
   1. Assist in organization and preparation of orientation sessions and activities.
   2. Assist with assembling orientation materials for all of the orientation sessions.
   3. Assist presenters, college representatives, academic advisors, and other administrators as needed.
   4. Maintain regular communication with all orientation staff, including checking email daily and being
      accessible via phone during orientation sessions.
   5. Participate in all assigned duties of orientation fully and with a positive attitude while taking initiative
      with unanticipated tasks, problems, and team/interpersonal issues.