The Orientation Committee is looking for an outstanding group of students to fill Orientation Leader positions on the 2016 First Year Orientation Team. Orientation is a critical program assisting first year students' transition to college, supporting students in finding their place within the St. Kate’s community and offering a positive first impression of the University. The Orientation student staff serve as role models and resources to new students, help welcome students and their families, and introduce students to important information and opportunities. A successful Orientation creates the foundation for a successful college experience. The Orientation student staff is critical to the success of the New Student Orientation program.

Orientation Leader Job Description
Orientation Leaders are role models as well as sources of support and information for new students. They play a major role in facilitating the adjustment of new students and their families to the St. Catherine University community. They share accurate information about academic, personal, and social resources while working collaboratively with faculty, professional staff, and student staff. In helping new students make a positive transition to St. Kate’s, Orientation Leaders are creating and delivering the important first and lasting impression.

Overall Responsibility
Orientation Leaders facilitate the successful transition of new students to the St. Catherine University by strengthening and building connections between the new students and the University (faculty, staff, and students). Orientation Leaders help build a sense of community and provide information that will assist the new students in succeeding inside and outside of the classroom on campus.
Specific responsibilities/obligations of the Orientation Leader include, but are not limited to the following:

- Facilitate early affiliation with the University among new students and communicate with new students prior to Orientation
- Serve as a group facilitator during small group meetings and other Orientation programs
- Provide general information, and act as a referral resource
- Continue communication with new students throughout the fall semester (September–December) through monthly gatherings and activities
- Build a feeling of community and support among the Orientation groups and among the Orientation Student Staff
- Serve as a role model, mentor, guide, and friend to new students, parents, and fellow Orientation Student Staff members
- Respect and understand the concerns of new students
- Maintain a positive attitude and encourage a positive attitude in others
- Display a professional and courteous image as a representative of the St. Catherine University
- Take a leading role in programs and activities
- Know general information pertaining to the University and develop visual aids based on that knowledge
- Perform additional duties as required by the Assistant Director of Student Center and Activities
- Actively participate in all Orientation activities prior to when classes begin in the fall and on-going activities throughout the fall semester
- Assist in the evaluation of the Orientation program
- Understand that Orientation Leaders are crucial to the success of Orientation
- Abide by all St. Catherine University policies and procedures
- Realize that Orientation is a dynamic program, which is constantly changing as issues arise, and that the Orientation Student Staff must work together to ensure it runs effectively

Qualifications

- Have attended the St. Catherine University for one year at the conclusion of the 2015-2016 academic year
- Are currently enrolled at St. Catherine University
- Have a genuine interest in the new students’ introduction to college
• Enjoy working with people
• Possess strong communication skills and have an ability to relate well to others
• Demonstrate a desire to learn and share knowledge about St. Catherine University, its people, community and services
• Display a willingness and enjoyment for helping and working with other people
• Demonstrate maturity and professionalism
• Be assertive, creative, responsible, flexible, and sociable
• Have maintained a minimum GPA of 2.0

Orientation Team Must Be Available for the Following Dates
• Orientation Leader Spring Training: Saturday, April 30th
• Registration: May 7th and 14th (this date is negotiable and paid)
• Fall Training: August 29 – September 2, 2016
• Orientation: September 4 – 6, 2016

Benefits
• Obtain paraprofessional training
• Increase skill competencies in problem solving, independence and interdependence, goal orientation, organization, verbal and written communication, and public relations
• Gain a better understanding of the college and create professional relationships with faculty and staff
• Gain lifelong friendships with fellow Orientation Leaders and new students
• This is an hourly position where Orientation Leaders will be paid $9 per hour for registration, training, and orientation programs

*Keep in mind that the Orientation Leader cannot accept a position as a Resident Advisor due to training conflicts.

*If you have any questions please contact Jenny Steiner at jipsteiner@stkate.edu or 651.690.6212.