

## Orientation Leader 2021

### **Position Overview, Expectations, and Responsibilities**

#### **Orientation Leaders provide support by...**

- Assisting in the preparation of all orientation sessions.
- Engaging with both incoming students and their families.
- Serving as guides to help students and parents navigate the physical campus, university website, and university processes.
- Providing information about the many resources and opportunities available to students whether on campus or at home.
- Modeling the look and actions of the ideal student, committed to the betterment of the University.

#### **Expectations**

- Show respect for others, and a willingness to appreciate other's views
- Willingness and desire to learn about UTC
- Work and communicate effectively with a diverse group of people
- Be reliable, responsible, helpful, and flexible
- Engage with the Orientation Leader team outside of designated trainings and meetings
- Be open to participating in other university initiatives and programs

### **Time Commitment**

#### **Virtual Orientation Dates:**

- |                |                |
|----------------|----------------|
| • April 27     | • June 29      |
| • June 7 & 8   | • July 12 & 13 |
| • June 10      | • July 15      |
| • June 14 & 15 | • July 19 & 20 |
| • June 17 & 18 | • July 26 & 27 |
| • June 24 & 25 | • July 29 & 30 |

#### **Potential On Campus Orientation Dates:**

- Four to five days throughout the summer months of June, July, and early August

#### **Training**

- Every Tuesday and Thursday in April starting April 1<sup>st</sup> from 3:15pm to 4:45pm
- Intensive Training: May 25<sup>th</sup>-28<sup>th</sup>, reduced if no in-person orientation
- Summer Training: TBD, will largely be determined by in-person orientation

## **Application**

### **Eligibility**

**In order to be considered for the UTC Orientation Leader (OL) position, each candidate must:**

- Be a full-time undergraduate student at the University of Tennessee at Chattanooga (UTC) throughout Spring 2021 and Fall 2021 semester
- Meet the GPA requirement:
  - 0-59 hours: 3.0 cumulative GPA
  - 60+ hours: 2.5 cumulative GPA
  - Hours and GPA will be verified during the application process and reviewed at the end of the Spring 2021 semester
- Be in good academic standing and have a conduct record in good standing. Both are required throughout the duration of the position from application through the first week of classes during the Fall 2021 semester.
- Be able to work effectively with a diverse group of team members and students.
- Be available to attend all training dates in April and May.

### **Timeline**

Online Application: March 1<sup>st</sup> at 12:01pm to March 14<sup>th</sup> at 11:59pm

Virtual Group Interview: March 16<sup>th</sup> or 18<sup>th</sup> from 3:15pm to 4:45pm

Individual Interview: March 22<sup>nd</sup>-26<sup>th</sup>

Notified of Decision: No later than March 31<sup>st</sup>

## **Frequently Asked Questions**

### **Can I take summer classes and be an OL?**

Yes! Students working as Orientation Leaders are welcome to take summer classes.

### **Will on-campus housing be provided?**

With the opportunity to work remote, flexible hours throughout the summer, Orientation Leaders will not be provided on-campus housing this summer.

### **Can I work another job and serve as an Orientation Leader?**

Orientation Leaders will be able to hold additional employment throughout the summer. If you have or are planning to have additional employment during the summer, please share as soon as possible. Our expectation is that Orientation Leaders will make every attempt to work around known dates of service listed above and future dates which will be communicated in advance.

## **Benefits**

- Serve as a mentor to incoming students and families
- Network with university staff and fellow student leaders
- Gain leadership opportunities and professional experiences
- Gain knowledge of campus resources and services
- University branded gear
- Select meals at any in-person orientation events
- \$10.00/hr