Orientation Leader Overview

Orientation Leaders (OLs) assist with the transition of new students and family members to the University.

About the Position

- There will be 10 Orientation Leaders positions for the 2022-2023 Summer Orientation program.

See Employment Calendar at the end of this Overview for a complete list of required employment dates.

Hourly Compensation

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<tr>
<th>Year</th>
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<tr>
<td>1st Year</td>
<td>$15</td>
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<td>2nd Year</td>
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<td>3rd Year</td>
<td>$15.25</td>
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<td>4th Year</td>
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Additional Benefits

- Uniform: t-shirt and nametags provided – an approximate value of $50. Students will need to provide their jeans/ navy pants, skirts, or shorts (no rips, tears, or holes); and suitable footwear (no open-toed sandals, flip-flops, or clogs/mules/slip on shoes).
- NSOPR will pay Summer Housing May 31-June 25 Orientation sessions $40/day, approximate value $960; Students working for July 20-21 ($80 value for two nights) and Early Arrival Fee for August move-in at $25/day, approximate value $100. (Total Housing benefit=$1060-1140).
- Meals: NSOPR will give OLs a $10 meal card for Orientation dates, a total value of $50.
- Value of additional benefits (no including salary) approximately $1160.

Qualifications

Candidates must...

- be a currently enrolled Undergraduate student at UIS in the Spring 2022 semester and be enrolled in Fall 2022 semester classes at UIS (graduate students who were undergraduates at UIS may also be considered);
- have attended/participated in an UIS Orientation program;
- be in good academic and disciplinary standing with all UIS communities;
- have a passion for the UIS experience with stories to share about that experience;
- have a positive attitude toward learning, meeting challenges, thinking creatively, and working as a member of a team;
- be able to meet expectations of attendance at OL training and orientation programs (see Employment Calendar);

Responsibilities

- Lead student and parent groups;
- Assist students and parents/family members with questions and concerns regarding the University and University life;
- Participate in activities and events with the new students including evenings and Saturday sessions as assigned;
- Promote campus traditions, programs, and services;
- Encourage new student attendance at activities and events;
- Assist with various aspects of Orientation programming: from set-up to clean up, including: putting up indoor and outdoor signage, assembling nametags, check-in, providing directions, interacting/mingling with new students and their families, providing guided tours of campus, escorting new students and families from place to place, staffing NSOPR tables, and more;
- Perform duties as assigned, help as needed with duties that emerge over the course of NSOPR programming.

Expectations

OLs will...

- be committed to making a positive transition experience for new students and family members;
- actively engage themselves as part of the O-Team;
- maintain a positive and supportive attitude;
- role model behavior that is reflective of a campus leader, both in person and in all forms of communication and social media;
- create a welcoming and inclusive environment;
- operate as part of the Office of New Student Orientation & Parent Relations staff and a representative of the University of Illinois Springfield;
- check email for updates weekly through the summer and daily during training and August activities;
• abide by all local, state, and university polices and laws both on- and off-campus; and
• communicate with the Director if there are any concerns impacting the performance of their responsibilities.

How to Apply
1) Review responsibilities, requirements, expectations, employment calendar, and job descriptions to make sure you are eligible, willing, and able to fulfill them;
2) Apply through Career Connect.
   a. Upload resume by the deadline below and
   b. Fill out online OL Application at https://forms.gle/HtUqHkiCBWkAev848. The deadline to apply is Thursday, May 5.
   c. Download the Recommendation Form from go.uis.edu/Apply2bOL, fill out the top section and email it to your references. In your email ask them if they would be your reference for your Orientation Leaders application and they could complete the recommendation form. Your reference must email the completed form to UISOrientation@uis.edu by Friday, May 6 at 4 p.m.
3) Incomplete applications will not be considered.

Hiring Timeline
• Applications due in Career Connect-Thursday, May 5. Complete applications will be reviewed as they are submitted. Invitations for interviews will be sent to your UIS email.

New Hire Orientation
1. All 2022-23 O-Team members must sign, scan, and email the UIS Undergraduate Employment Checklist that Lisa will send you to Financial Assistance/Student Employment Coordinator Je Greer (jgree6@uis.edu) no later than May 17.

   You cannot participate in training if these items are not done and your employment could be terminated.
Employment Calendar

OLs must be available for all of the following as a condition of employment:

Summer Employment: May – August
Our goal is to have in-person orientation sessions for freshmen this summer. Everything will be dependent on Covid-19 guidelines. A decision will be made in early May if we can go ahead with in-person or move fully online.
Dates all OLs should plan by:

- May 23 – May 29  Online Orientation Training (All O-Team)
- May 31 – June 25  In-Person Training and Orientation (All O-Team)
- July 20 – July 21  * Up to 5 Orientation Leaders have option for additional work
- August 15 – 17  Orientation (All O-Team)

Specific Work Dates

**May – June**
- Move in to Orientation Housing  Tuesday, May 31
- Team Meeting  Tuesday, May 31, 5:30 – 6:30 p.m.
- Orientation Training & Work days  Wednesday, June 1-3 & 6-10
- Freshmen Orientation Session 1  Saturday, June 11
- Freshmen Orientation Session 2  Monday, June 13
- Work Day (prep work for 1/16)  Wednesday, June 15
- Freshmen Orientation Session 3  Thursday, June 16
  * UIS Closed for Juneteenth 6/17*
- Work Day (prep work for 1/21)  Monday, June 20
- Freshmen Orientation Session 4  Tuesday, June 21
- Freshmen Orientation Online  Thursday, June 23
- Freshmen Orientation Online  Friday, June 24
- Freshmen Orientation Session 5  Saturday, June 25

**July**
- Move in to Orientation Housing  Monday, July 18 *
- July Admissions Open House  Wednesday, July 20 *
- July Transfer/Graduate Orientation  Thursday, July 21 *

**August**
- Move in to Fall Housing  Thursday, August 11 (not confirmed with Housing yet)
- Refresher Training  Friday, August 12
- Workday  Saturday, August 13
- Freshmen Orientation Session 6  Monday, August 15
- Work day/TG Orientation  Tuesday, August 16

* There will be opportunities for about 5-6 OLs to work at the Admission Open House and the T/G July session.

** The information on this overview is subject to change. NSOPR will apprise candidates/employees of these changes as soon as they can. **