Orientation Leaders (OLs) are role models as well as sources of support and information for new first-year and transfer students. They play a major role in facilitating the adjustment of new students and their families to the Mastodon community. They share accurate information about academic, personal, and social resources while working collaboratively with faculty, staff, and student staff from other areas on campus.

OL RESPONSIBILITIES

- Welcome new students and family members and assist them in the initial registration and check-in. Specific tasks are assigned to each OL during check-in. These tasks, among other duties, serve a critical role in the execution of the orientation program.
- Be constantly accessible to interact with students and guests to make them feel comfortable, answering all of their questions to the best of the OLs ability and referring questions to the appropriate personnel if the answer is unclear.
- Be a source of information regarding academics, policies and procedures, campus services, activities, building locations, and all other aspects of the university.
- Represent all University organizations equally and accurately to new students and family members.

SELECTION CRITERIA

- Must be an undergraduate, degree-seeking student who is enrolled in a minimum of 6 credit hours. Must be in good academic & disciplinary standing (minimum cumulative and semester GPA of 2.0) at the time of application and must maintain at least a 2.0 throughout the position.
- Possess the following qualities: maturity, responsibility, initiative, motivation, flexibility, enthusiasm, integrity, and a good work ethic.
- Be able to work effectively with a diverse group of Orientation team members and to promote the benefits of diversity.
- Desire to assist new students in their transition to college
- Flexibility and ability to think on your feet, team player, have a positive attitude.
- Ability to work with diverse students, parents, faculty, and staff
- Desire to be a role model, including on-campus, online, and in the community
- Demonstrate a desire to learn about PFW, its regulations, its people, and its programs and to share the information with others.
TERMS AND CONDITIONS OF THE POSITION

A. Length of Position
The duration of this position is April-August specifically on the dates specified in this application. Up to 10 members of the team may be asked to continue in some capacity for Spring New Student Orientation.

B. Campus Life Skit
As an Orientation Leader, you are a participant in the Campus Life Skit and will audition and be assigned a role. Throughout the summer, the Orientation Staff will work with you to develop lines, character, etc. Do not let this scare you— it is an incredible experience. Rehearsal dates will be provided to those selected to the Orientation Team.

C. Classes
Orientation Leaders may not take summer classes that interfere with any orientation responsibilities.

D. Employment
Other employment is allowed but may not conflict with orientation responsibilities.

E. Remuneration/Payment
Each Orientation Leader will be paid an $8.50 hourly wage (less applicable taxes).

F. Attire
Orientation team polos and orientation day shirts will be provided to you. You will be responsible for purchasing pants, shorts, etc. If you encounter a financial hardship, please contact Stephany in SST.

G. Absences and Tardiness
During training and orientation sessions, members will be expected and required to be on time and available for the entire time scheduled. Time off, therefore, is limited and excused on an emergency basis only. OLs are expected to notify the Orientation professional staff of absences in order to be considered for an excused absence. OLs will be held accountable for all unexcused tardies and absences.

H. Conduct
Orientation Leaders must abide by all University Policies as stated in the PFW Student Code of Conduct, at all times throughout tenure as a member of the Orientation Team.

*Additional Duties may be assigned at any time.
ORIENTATION LEADER SELECTION TIMELINE

Monday, January 8
Monday, February 19
Monday, February 26
Tuesday, February 27
Friday, March 2
Applications Available
Applications Due
Individual Interviews
Individual Interviews
Team Announcement
ipfw.edu/NSO

Monday, February 19
Monday, February 26
Tuesday, February 27
Friday, March 2
Individual Interviews
(20 Minute Time Block)
Individual Interviews
(20 Minute Time Block)
Team Announcement
Via Student Email

Friday, March 30
Friday, April 13
Friday, April 20
Friday, May 18 (Retreat)
Wednesday, May 23 (Walk through)
Friday, August 3
4:00 pm—7:00 pm
4:00pm- 7:00pm
4:00 pm—7:00 pm
10:00 am—6:00 pm
10:00 am—1:00 pm
10:00 am—2:00 pm
TBD
TBD
TBD
TBD
TBD
TBD

*Dates subject to change

ORIENTATION LEADER TEAM TRAINING SESSIONS

Friday, March 30
Friday, April 13
Friday, April 20
Friday, May 18 (Retreat)
Wednesday, May 23 (Walk through)
Friday, August 3
4:00 pm—7:00 pm
4:00pm- 7:00pm
4:00 pm—7:00 pm
10:00 am—6:00 pm
10:00 am—1:00 pm
10:00 am—2:00 pm
TBD
TBD
TBD
TBD
TBD
TBD

2018 ADVISING & REGISTRATION DATES

May
Wednesday 30, PM
Thursday 31, PM
June
Wednesday 6, AM/PM
Thursday 7, AM/PM
Tuesday 12, AM/PM
Wednesday 13, AM/PM
Friday 15, AM/PM
Tuesday, 19 PM
Wednesday 20, PM
July
Thursday 19, PM
Friday 20, AM/PM
Wednesday 25, PM
Thursday 26, PM

August
Wednesday 1, PM
Friday 10, PM

NEW STUDENT ORIENTATION

Thursday, August 16th and Friday, August 17th

SKIT REHEARSALS

As an Orientation Leader, you are required to participate in a “Campus Life” skit during New Student Orientation. You will audition and be given a role. Skit rehearsals will be announced at a later date. They will take place from 4:30 pm—6:30 pm after some of the Advising & Registration summer sessions.

CLICK HERE TO APPLY!

If you are unable to access the application via the link above, please visit https://purdue.ca1.qualtrics.com/jfe/form/SV_SbykkPe8IMfxFH