

Orientation Leader - New Student & Family Programs 2023

Position Description

New Student & Family Programs is transitioning from a 4-day orientation model in August to a Summer Orientation Model. This model will include five 2-day sessions in July and one 2-day session in August, in addition to a Move-In/Welcome Weekend in August.

Orientation Leaders are responsible for facilitating a successful New Student Orientation. Orientation Leaders work to create an inclusive environment that enhances the growth, development, and empowerment of new students.

General Responsibilities

- Be punctual and present at all required trainings, meetings, and programs
- Aid students as an advocate and personal resource in a successful transition to Gonzaga.
- Serve as a role model of positive behavior and representative of Gonzaga University for new students and families.
- Create opportunities for students to build belonging in an inclusive community.
- Welcome students and families and help them navigate through Orientation and Welcome Weekend.
- Guide, lead, and be responsible for a group of 10-20 students per orientation session
- Facilitate meaningful group discussions and connections between new students.
- Actively engage with students and provide overall support to make each session a success in accordance with Gonzaga mission and the NSFP goals.
- Facilitate operations and logistics responsibilities for Welcome Weekend, including check-in, ushering, and program facilitation.

Qualifications and Requirements

- Must be a student in good standing at Gonzaga University.
 - Must not be on active academic or conduct probation.
 - Maintain a cumulative grade point average of 2.5.
- Ability to establish relationships with new students and families from diverse backgrounds.
- Ability to lead peers in an effective and developmental manner.
- Open to feedback and direction from peers and NSFP professional staff.
- Ability to adapt to meet the needs of new students and programming responsibilities.

- Serve as a role model to other students, upholding Gonzaga University's Standards of Conduct, and other stated policies during their entire term of employment.
- Attend all training sessions on the following dates:
 - Spring semester – TBD, 1-2 hours per week at most
 - July 6-12, 2023 (move in on July 5, 2023)
 - August 21-22, 2023
- OLS are required to work during all New Student Orientation sessions as listed:
 - Session 1: July 12-14, 2023
 - Session 2: July 16-18, 2023
 - Session 3: July 19-21, 2023
 - Session 4: July 23-25, 2023
 - Session 5: July 26-28, 2023
 - Session 6: August 23-25, 2023
 - Welcome Weekend, August 25-28, 2023
- Live in Coughlin during the Summer New Student Orientation sessions in order to be available to new students in forming community and responding to urgent concerns.
- Work some hours during Fall Family Weekend, October 6-7, 2023, as available*

Orientation Team Leader:

Orientation Leaders in this position will hold the same responsibilities and expectations as previously stated. In addition to those, Orientation Team Leaders will:

- Be a point of contact for other Orientation Leaders throughout Summer Orientation, Welcome Weekend and Fall Family Weekend*.
- Assist with OL training and lead weekly meetings with Orientation Leader Team.
- Facilitate team building activities for Orientation Leaders during days off.
- Build supportive relationships with and check in regularly with assigned Orientation Team members.
- Meet with NSFP Program Coordinator weekly.
- Facilitate check-in and check-out for students during Summer Orientation sessions.
- Assist with operations and logistics for Summer Orientation programming.
- Fill in for Orientation Leaders as group leaders when they are unable to participate.

Additional Qualifications and Requirements:

- Attend Half-day Training on July 6, 2023
- Previous student leadership experience

Compensation

- Orientation Leader: \$1,500 stipend
- Senior OL: \$1,750, stipend
- Most meals are included during training and Orientation and Welcome Weekend programs.
- On campus housing included during July 2023, optional housing during August.

*Please discuss Fall Study Abroad or other Fall conflicts with an NSFP staff member