



## NOTRE DAME OF MARYLAND UNIVERSITY

### ORIENTATION LEADER JOB DESCRIPTION

**CONDITIONS** The duties, responsibilities, and privileges of an Orientation Leader are outlined in the Orientation Leader Position description. This position description provides basic tenets for procedures upon which the agreement is based.

#### BASIC FUNCTION

Orientation Leaders (OLs) are responsible for providing a welcoming, introductory experience for new NDMU students along with their visiting friends and families to ensure a smooth transition into the NDMU community. OLs must uphold the NDMU mission to build inclusive communities, promote social responsibility, engage in service to others and strive for intellectual and professional excellence.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Serve as a resource and welcome new First Year and Transfer students to NDMU.
- Act as a representative of the Office of Student Engagement and Community Programs.
- Host, attend and promote events to create a sense of community among new students.
- Represent NDMU positively to all new student and families during Fall Orientation.
- Promote interaction and facilitate group discussions on various topics to build rapport with students.
- Communicate effectively and keep students engaged in conversations/programs.
- Communicate with incoming students prior to and after programs.
- Work closely with other orientation leaders, the Director and Graduate Assistant.
- Attend and participate in training with fellow Orientation Leaders and other Student Leaders.
- Work alongside various departments and university representatives.
- Proactively provide customer service to guests throughout the program
- Assist in preparation of orientation activities and materials.
- Uphold and enforce all policies outlined in the University's Student Handbook.
- Develop and display a level of understanding regarding social justice, diversity and inclusion
- Any other duties as assigned.

**ACADEMIC RESPONSIBILITY & GOOD STANDING:** This agreement is contingent upon the Orientation Leader being a full-time and matriculated student at Notre Dame of Maryland University. It is also contingent upon the Orientation Leader earning and maintaining a minimum 2.5 GPA both cumulatively and every semester they serve as an Orientation Leader. Orientation Leaders must also remain in good standing per the student code of conduct as defined in the University's Student Handbook. In addition, Orientation Leaders are responsible for reading, understanding, and abiding by all policies, procedures, guidelines, and publications directed at all students. This includes but is not limited to Notre Dame of Maryland University's Student Handbook as well as the Residence Life Handbook.

**TERM OF APPOINTMENT** This agreement is for employment as an Orientation Leader for the 2022-2023 academic year. This agreement is for the appointment period outlined below and is dependent upon satisfactory performance and departmental needs:

- Training – June 6-8
- Registration Days – Dates TBD
- Orientation & Welcome Week
  - Leadership Summit – August 2-4

- Orientation – August 25-28
- Welcome Week – August 28-Sept 3

**REMUNERATION:** The remuneration package consists of a stipend, Orientation Leader t-shirt and meals all contingent upon satisfactory performance.