New Student Orientation 2013

Orientation Leader Position Description

Orientation Leaders will be utilized in a variety of ways throughout the recruitment cycle. Orientation Leaders help plan and facilitate spring and summer orientation sessions for new students and their parents. Orientation Leader is a servant leadership role. Students who would like to be an Orientation Leader should desire to serve others and Samford. The New Student Orientation Program is successful due to the dedication of upperclassmen that give generously of their time and energy and who want to share their enthusiasm for Samford with others.

Qualifications for Orientation Leaders

Certain qualities are characteristic of a successful Orientation Leader. A Leader is expected to:

1. Take responsibility for the successful orientation of all students
2. SERVE parents, students, and Samford
3. Be attentive and participate fully in all aspects of Orientation including leader training
4. Be present and punctual for all commitments and deadlines
5. Exhibit a high level of professionalism and maturity
6. Communicate effectively and frequently with all involved with Orientation including administration, faculty, staff, parents, new students and peers
7. Possess ability to lead small groups and speak in front of large, multigenerational groups
8. Demonstrate knowledge and effective use of University resources
9. Demonstrate knowledge, understanding, and respect of University policies and mission
10. Uphold all University values

- **Orientation Leaders are allowed to return for a second year if they have performed all duties required. Senior OL's will have much needed experience but will work with the team that has been selected for the year.**

Requirements for Orientation Leaders

1. Return to Samford as a full-time undergraduate student during Fall 2012 and Spring 2013.
2. Demonstrate at least a cumulative 2.5 GPA on a 4.0 grade point scale or 2.5 GPA average for the last two full semesters.
3. Have good academic and social standing. (A student that has ever been suspended by the University and/or is currently on or will be on probation for Spring 2012 and Fall 2012 may not be eligible to serve).

Duties of an Orientation Leader

1. Attend Orientation Leader Retreat (January)
2. Attend SROW – Southern Region Orientation Workshop (March)
3. Must be able to attend weekly Orientation Leader meetings/training in the spring semester. To be notified of date and time later.
4. Able to work full-time (at least 40 hours/week) from May 24 – June 30 and August 1 – 23. OLs will work a part-time schedule during July.
5. Plan and attend additional meetings regarding Orientation throughout Spring 2013
6. Attend and participate in Admission events (spring 2013 and fall 2013 prospective student events)
7. Be available to attend New Student Send Off Parties in July and August.
8. Help plan and execute Family Weekend (fall 2013).
9. Participate in assessment and debriefing of New Student Orientation
10. Represent Samford University to new students and parents
11. Maintain a positive attitude in front of peers and general public, NO EXCEPTIONS!