



New Student Orientation

University of South Carolina

Orientation Leader Position Description

The Office of New Student Orientation is looking to hire student leaders to aid in the implementation of Orientation to welcome new students and families to the South Carolina community. Orientation Leaders will work as a team to welcome and acclimate new students to the campus and culture of the university. Orientation Leaders will begin their responsibilities, starting in December 2022 and continuing through May 2024 which will include but are not limited to Orientation sessions, Orientation Leader training, socials, training camp, retreat, SROW: NODA Region VI Conference, and some evening and weekend hours. During the summer semester, Orientation Leaders will work up to 40 hours per week, including many evening and weekend hours.

Orientation Leaders will receive a minimum hourly wage of **\$9.00 per hour** throughout the summer. Orientation Leaders will be required to live on campus during New Student Orientation responsibilities in the provided residence hall accommodations. During the fall and spring semesters, all training, tasks, and conference participation contribute to the substantial professional development of this role. Orientation Leaders will also receive various attire and merchandise to utilize during New Student Orientation and other associated events. This is an excellent leadership opportunity for students who are passionate about the South Carolina experience and want to comprehensively welcome new students and their guests.

Learning Outcomes

- Demonstrate effective leadership based on active reflection, self-evaluation, and leadership theory.
- Articulate common transitional issues and concerns of students and family members/supporters.
- Apply knowledge of campus resources to support students and families/supporters in their transition.
- Develop skills related to being a successful member of a team.
- Explore individual identities and values and their effect on leadership.
- Recognize how different social identities and experiences affect new student transitions.
- Facilitate discussion based on the tenets of the Carolinian Creed and their role in the larger Carolina community.
- Practice enhanced interpersonal communication skills, including public speaking, active listening, customer service, and crisis/conflict management.
- Demonstrate critical thinking and problem-solving skills.

Responsibilities:

- Present, facilitate, and speak with both small and large groups of new students and their families/supporters.
- Familiarize new students and their guests with information regarding academics, policies and procedures, campus resources, culture and traditions, building locations, and other aspects of life at the University of South Carolina.
- Help new students and families acclimate to the physical campus by providing welcoming customer service to guests throughout Office of New Student Orientation events.
- Assist in the preparation of orientation activities and materials.
- Participate in weekly training and occasional 1:1s with the Team Leaders and professional staff.
- Model exceptional leadership and customer service while serving as a role model throughout the contracted term of employment.
- Attend and engage in the Southern Regional Orientation Workshop during the spring semester.
- Aid in the development and participate in University of South Carolina's submissions for Song, Skit, Step, Dance (S3D), T-Shirt, Banner, SROWcall competition at SROW.
- Facilitate Orientation activities such as small group meetings as well as perform skits of issues that new students face.
- Work to support academic advising in their work to support students through the course registration process

- Provide additional support for any additional Office of New Student Orientation programming
- Be professional, flexible, dependable, responsible, energetic, and punctual at all times
- Occasional lifting and carrying of objects under 50 lbs.
- Other duties as assigned

Required Qualifications & Expectations

The minimum qualifications for an Orientation Team Leader:

- Current, full-time University of South Carolina undergraduate student who is graduating December 2023 or later (if graduating prior to May 2024, the applicant must meet with an Office of New Student Orientation professional prior to applying)
- Must be in good academic standing and *must maintain* a minimum semester and overall GPA of 2.5 (if below a 2.5, the applicant must meet with an Office of New Student Orientation professional prior to applying).
- Available to attend all required trainings, SROW, all orientations, and other miscellaneous events.
- Have and maintain good conduct with no outstanding judicial sanctions.
- Must abide by state and university policies, and the Orientation Leader contract
- Students must be available to hold the position from December 2022 – May 2024
- Desire to learn and work with diverse backgrounds

2022-2023 Orientation Leader Important Dates

Event	Date
OL Welcome Social	December 2022
January Orientation	Thursday, January 5 – Friday, January 6
Orientation Team Training	Spring Semester, Wednesdays 6-8
Orientation Leader Retreat (overnight)	Friday, January 20 – Sunday, January 22
Southern Regional Orientation Workshop (SROW) Conference <i>Florida A&M University, Tallahassee, FL</i>	Thursday, March 9 – Sunday, March 12
Contracted Live-In Period	Monday, May 8 – Friday, Aug 4
Training Camp Days	Monday, May 8– Friday, May 19
Summer Orientation	May 2023 – August 2023
Orientation Team Banquet	TBD September 2023
Attendance at Requested Events	TBD and subject to change*

*All dates are subject to change. Required events may be added or changed.