**Orientation Leader Position Description**

The Office of New Student Orientation is hiring student leaders to aid in the implementation of orientation to welcome new students and supporters to the South Carolina community. Orientation Leaders work as a team to acclimate new students to the campus and culture of the university. Orientation Leaders responsibilities begin in December 2023 and continuing through May 2025, which will include, but are not limited to, Orientation sessions, spring training, socials, training camp, retreat, Southern Regional Orientation Workshop (SROW): NODA Region VI Conference, and some evening and weekend hours. During the summer semester, Orientation Leaders will work approximately 40 hours per week, including many evening and weekend hours.

Orientation Leaders will receive a minimum hourly wage of **$11.00 per hour** throughout summer programming. Orientation Leaders are required to live on campus during summer New Student Orientation responsibilities in the provided residence hall accommodations. During the fall and spring semesters, all training, tasks, and conference participation are required as they contribute to the substantial professional development of this role. Orientation Leaders 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 lead both small and large groups of new students and their guests.
* 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 customer service and logistical support throughout ONSO 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, Service Project, and SROWcall competition at SROW.
* Facilitate Orientation activities such as small group meetings, connection groups and skits highlighting experiences that new students might encounter in their first year.
* Provide support to academic advisors as they assist students through the course registration process.
* Provide additional support for Office of New Student Orientation programs and initiatives.
* Be flexible, dependable, responsible, energetic and punctual.
* 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 2025 or later (if graduating prior to May 2025, 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 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). In the case of a GPA being below 3.0, student will set up a semesterly meeting with the Student Success Center.
* Available to attend all required trainings, SROW, all orientations, New Student Convocation, and other miscellaneous events.
* Have and maintain good conduct with the University 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 2023 – May 2025.
* Desire to learn and work with diverse backgrounds.

**2023-2025 Orientation Leader Important Dates**

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| Event | Date |
| OL Welcome Social | November 2023 |
| Orientation Team Training | Spring Semester Wednesday 4 - 6 |
| Orientation Leader Retreat (overnight) | *Tentatively* Friday, January 26 – Sunday, January 28 |
| Southern Regional Orientation Workshop (SROW) Practices & Preparation | February 1, February 8, February 10, February 15, February 18, February 22, February 29 |
| Southern Regional Orientation Workshop (SROW) Conference  *University of North Carolina – Charlotte* | Thursday, March 7 – Sunday, March 10 |
| Contracted Live-In Period | *Estimated* Monday, May 6 – Wednesday, July 31 |
| Training Camp Days | *Estimated* Monday, May 6– Friday, May 19 |
| New Student Convocation | August 21, 2024 |
| Summer Orientation | May 2024 – August 2024 |
| Orientation Team Banquet | TBD September 2024 |
| 2025 Orientation Leader Recruitment | September-October 2024 |
| Attendance at Requested Events | TBD and subject to change\* |

*\*All dates are subject to change. Required events may be added or changed with appropriate notice.*