

## 2022 Orientation Leader Position Description

### Expectations and Responsibilities

Orientation Leaders will have a wide variety of responsibilities centered around numerous projects during the year. This role is based on teamwork and collaboration, and each OL will assist with various aspects of the preparation and implementation of New Vol Orientation that include, but are not limited to:

#### Spring Semester Hours

- Attend and actively participate in weekly Orientation Leader staff meetings
- Shadow select Spring Big Orange Welcome events in January and February 2022
- Participate in an Orientation Leader weekend retreat
- Prepare for, travel to, and participate in an orientation focused, student-leadership conference (SROW)

#### Big Orange Welcome

- Participate in an extended Big Orange Welcome training
- Serve as a mentor and role model to incoming students by displaying responsibility and maturity
- Familiarize new students and families/guests with campus services and activities
- Provide extraordinary customer service to all participants of Big Orange Welcome
- Facilitate group discussions, activities, and events for new Vols
- Present information to new students at various Big Orange Welcome events and panels
- Assist with the implementation of large-scale Big Orange Welcome events for over 5,000 students
- **Work 40 hours during the first week of Big Orange Welcome**
- **Work at least 10 hours per week during weeks 2-6 of Big Orange Welcome**

#### Spring 2023 Big Orange Welcome

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- Facilitate group discussions, activities, and events for new Vols
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#### General Responsibilities

- Stay engaged with the Orientation Leader team outside of designated staff meeting and retreat times
- Collaborate with Team Leaders, other Orientation Leaders, interns, and NSO professional staff
- Demonstrate the ability to be reliable, responsible, helpful, and flexible
- Demonstrate the ability to work and communicate effectively with a diverse group of people
- Show respect for others, and a willingness to appreciate other's views
- Assist with New Student Orientation and other university initiatives that may occur throughout the Orientation Leader term including but not limited to Family Weekend, Big Orange Preview, etc.

**\*This list is not exhaustive and other duties will be assigned**

## Eligibility

To be considered for a New Vol Leader position, each candidate must:

- Be a full-time undergraduate student at the University of Tennessee throughout the Fall 2021, Spring 2022, Fall 2022, and Spring 2023 semesters
- Have completed 12 credit hours at the University of Tennessee by January 2022
- Maintain a 2.5 cumulative GPA (if below a 2.5 GPA, the applicant must speak with an NSO Staff member). GPA will be verified during the application process and throughout the New Vol Leader term
- Be in good academic standing with the University of Tennessee and uphold the University standards of conduct through the duration of the position
- Be able to work effectively with a diverse group of team members
- Be available to attend ALL Required Dates of Service (listed below)

## Benefits

- Serve as a mentor to incoming students
- Gain leadership opportunities and professional experiences
- Network with university staff and fellow student leaders
- Serve on a small group dedicated to developing and enhancing New Vol Orientation
- Gain knowledge of campus resources and services
- Select meals will be provided during Big Orange Welcome
- University gear including but not limited to, staff polos, nametags, T-Shirts, etc.
- \$10.00 / hour



## Required Dates of Service

Employment as an Orientation Leader begins in January 2022 and extends through February 2023. OLs are expected to attend **ALL** required dates of service during the employment term.

Disclaimer: It is important to note that the format of the 2022 New Vol Orientation and the Big Orange Welcome dates have not been finalized. This requires your flexibility, as dates are subject to change. Dates and times will be communicated when finalized. Please let us know of any potential conflicts in your application and during your individual interview.

### Spring 2022

- January – February 2022      Spring Big Orange Welcome
- Wednesdays from 3:30 – 5:30      OL Staff Meetings
- February 5-6, 2022      OL Retreat
- March 4-6, 2022      SROW

### Fall 2022

- Early August      Big Orange Welcome Training
- August – September 2022      Big Orange Welcome
- September – October 2022      Orientation Leader recruitment/hiring events

### Spring 2023

- January – February 2023      Spring Big Orange Welcome

## Application and Interview Process

- Complete your application by **October 27, 2021**. Applications can be found here: [tiny.utk.edu/OLapp](http://tiny.utk.edu/OLapp)
- Following this application, students who are invited to continue in the selection process will be notified via email to sign up for a group interview. Interviews will be conducted during the week of **November 1, 2021**.
- Following group interviews, students who are invited to continue in the selection process will be notified via email to sign up for an individual interview. Individual interviews will be conducted during the week of **November 10, 2021**.
- Selected Orientation Leaders will be notified by **November 22, 2021**.
- 2022 Orientation Leaders will be invited to the OL Welcome Reception on **December 2, 2021**.