

Samford University

2021 Orientation Leader Information Packet

Orientation Leader Position Description

Orientation Leaders will be utilized in a variety of ways throughout the new student recruitment and preparation process. Orientation Leaders help to facilitate and execute freshmen and transfer student orientation sessions, ensuring that all incoming students and families receive accurate information and a warm welcome to campus. This role has a large emphasis on servant leadership, with the expectation that all leaders will represent Samford in a Christ-minded manner.

Expectations for Orientation Leaders

1. Represent Samford through your interactions with parents, students, and staff
2. Serve the university by executing a successful orientation for all incoming students
3. Be fully engaged in all aspects of Orientation for the duration of your role
4. Be present and punctual for all Orientation commitments and deadlines
5. Exhibit a high level of professionalism, growth, and maturity
6. Maintain effective and frequent communication with all involved in the Orientation process, including but not limited to administration, faculty, parents, students, and peers
7. Be able to connect with students in a small group setting, as well as comfortably speak in front of large, multigenerational groups
8. Share knowledge and effective use of University resources
9. Demonstrate knowledge, understanding, and respect for University policies and mission
10. Uphold all university values

Orientation Leaders may be invited to return for a second year if they have met all required expectations with a high degree of excellence. Senior Orientation Leaders will provide much needed experience, as well as guide new leaders that have been selected for the year.

Requirements for Orientation Leaders

1. Return to Samford as a full-time undergraduate student during the Fall 2020 and Spring 2021 school year
2. Demonstrate at least a cumulative 2.5 GPA on a 4.0 grade point average scale
3. Have a good academic and social standing (a student that has been suspended by the University and/or is currently on or will be on probation for Spring 2021 and Fall 2020 may not be eligible to serve)

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Duties of an Orientation Leader

1. Attend a two-day Orientation Leader Retreat before the beginning of the Spring 2021 semester
2. Must be able to attend weekly meetings/training in the spring semester
 - a. Time and day of meetings is to be determined
3. Be able to work full-time (40 hours/week) from May 17th-June 25th and from July 12th-August 20th
4. Fulfill 4 hours of office work each week during Spring 2021
5. Attend and participate in Admission events during the school year
6. Plan and attend meeting regarding Orientation tasks in the Spring
7. Be available to attend New Students Send-off parties in July and August
8. Help to recruit a new orientation team for the following summer based on program needs
9. Represent Samford University in an authentic and enthusiastic manner to all students and parents
10. Maintain a positive attitude in front of peers and the general public (no exceptions!)

Timeline of Application Process

*Dates are subject to change

- Oct. 13: Application goes live
- Oct. 26: OLs selected for interviews
- Oct. 27-29: OL interviews
- Nov. 6: OL decisions released

Timeline for 2021 Orientation Leaders

*Dates are subject to change

- Jan 18: Move in for winter
- Jan 22: Transfer Bulldog Days
- Jan 22-24: OL Retreat
- February: weekly meetings begin
- May 17: First day of summer work
- Session 1: June 7-8
- Session 2: June 14-15
- Session 3: June 21-22
- Session 4: June 24-25
- Summer: Two weeks off
- Session 5: August 19-20