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 hope that all leaders can represent Samford in a Christ-minded manner. The New Student Orientation Program has been largely successful thanks to the professionalism and dedication of orientation leaders, who work diligently to create a smooth transition during the orientation experience.

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 of 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 assist 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 2017 and Spring 2018 school year
2. Demonstrate at least a cumulative 2.5 GPA on a 4.0 grade point average scale
3. Have 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 2018 and Fall 2018 may not be eligible to serve)

**Duties of an Orientation Leader**

1. Attend a two-day Orientation Leader Retreat before the beginning of the Spring 2018 semester (January 19, 2018)
2. Travel to Southern Region Orientation Workshop (SROW) from March 16-18, 2018
3. Must be able to attend weekly Orientation Leader meetings/training in the spring semester. Time and day of meetings to be determined
4. Be able to work full-time (40 hours/week) from May 21-June 29 and July 9-August 24
5. Fulfill 4 hours of office work each week during Spring 2018.
7. Attend and participate in Admission events (Fall 2017 and Spring 2018 prospective student events)
8. Be available to attend New Students Send-Off parties in July and August
9. Assist in the execution of Family Weekend 2018 tasks
10. Help to recruit a new orientation team for the following summer based on program needs
11. Represent Samford University in an authentic and enthusiastic manner to all students and parents
12. Maintain a positive attitude in front of peers and the general public (No exceptions!)
Timeline of Application Process

- **September 25-27**: Mandatory Interest Meetings
- **October 4**: Applications Due by 12:00pm
- **October 6**: Email sent out with interview selections
- **October 11-13**: Interviews
- **October 17**: Offers extended
- **October 20**: Acceptance due by 12:00pm