Dear Student Leader,

Congratulations on taking the first step to becoming an Orientation Leader (OL)!

Serving the University as an Orientation Leader (OL) provides you the opportunity to assist in transitioning our newest Owls to the FAU Family! Throughout your experience as an OL, you will provide leadership to new students, interact with family members, build relationships with University Faculty and Staff, and be a part of making an impact on FAU, all while developing personally and professionally.

This information packet contains a detailed description including qualification and expectations, compensation package, and a detailed description of the application process. Please pay close attention to instructions for completing and submitting application materials!

We sincerely hope you will consider applying to be apart of the Orientation Team. Application are due November 4, at 10 p.m. Please note that late applications will not be considered. If you have any questions, please do not hesitate to contact us!

Have an Owltastic Day!

Danielle Shiflett
Assistant Director, Office of New Student Orientation
vcoffman@fau.edu  561-297-2733
<table>
<thead>
<tr>
<th>Name of Position</th>
<th>Orientation Leader also known as an OL</th>
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<tbody>
<tr>
<td>Position Overview</td>
<td>As an OL working with first-year and transfer students, you provide leadership to new students, interact with family members, build relationships with University Faculty and Staff and are a part of making an impact on incoming classes all while developing your leadership skills within a team environment. The OL serves as a leader, supporter, facilitator and coach to all new students in an effort to provide a seamless transition to FAU. As a team of 36 people, we provide high-quality education, support and transition resources to nearly 4,000 first year-students; 10,000 transfer students; and 2,500 family members and guests.</td>
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<tr>
<td>Supervised By</td>
<td>Danielle Shiflett and Dr. Katie Burke</td>
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</table>
| Start/End Date    | Training from January 1, 2019 – April 30, 2019  
Position begins April 1, 2019 to January 31, 2020 |
| Minimum Qualifications | - Be a full-time, undergraduate, degree-seeking student who has completed a minimum of 12 credit hours at FAU by the end of the Fall term.  
- Have a cumulative grade point average (GPA) of at least 2.75 at the time of application This GPA must be maintained throughout the position. Applicants who apply before completing 12 hours may be hired on a conditional basis until final grades are posted. Applicants must be in good academic standing. Applicants also must have at least a 2.5 term GPA in Spring to remain on the team.  
- Be free from any disciplinary or judicial violations of the Student Code of Conduct.  
- Enroll in the LDR 2010, Introduction to Leadership course in the Spring semester and earn a B or better, or have already completed the course with a B or better. There will be a reserved section for Orientation Leaders. If you have already taken LDR 2010, you will not take this course for credit, but will be required to attend all class times.  
- Must be based primarily a student on the Boca Raton campus during Orientation Leader appointment |
| The Competencies that will be developed through the Orientation Leader Experience | Communication Skills:  
- Exemplify effective verbal and written communication through facilitation and role modeling behaviors  
- Facilitate new students introduction to the university by maintaining an open, helpful attitude, and using effective communication techniques  
- Communicate all counseling and crisis situations to the Orientation Professional Staff Members.  
- Conduct oneself professionally in all communication with Orientation Leader staff, Professional staff, and program participants.  
- Serve as the main point of contact for orientation students in your assigned groups and extend support to other orientation groups  

Work Ethic & Professionalism  
- Gain experience working in a professional environment (being punctual, adhering to dress code, etc.)  
- Represent the University professionally and ethically at all times, includes role modeling the values of Florida Atlantic University.  
- Provides exemplary customer service and acts with integrity on and off the job.  
- Attend a 1-hour Bystander Intervention Training (Part of the Student Affairs & Enrollment Management Core Training Program).  
- Attend a 1-hour Title IX for Student Employees Training (Part of the Student Affairs & Enrollment Management Core Training Program).
| Teamwork/Collaboration Skills | o Interact with other departments on campus and understand how they contribute to the FAU community.  
|                               | o Give and receive feedback from peers or other team members in order to perform the task.  
|                               | o Exemplify actively listening skills to others’ viewpoints as well as facilitating and positively contributing to group discussions.  
|                               | o Possessing the capacity to compromise and is willing to make concessions in order to move the group forward in finding solutions.  
|                               | o Able to work independently with minimal guidance and as part of a collaborative team.  
| Critical Thinking/Problem Solving Skills | o Assist with student, parent, faculty, staff, employer and community member questions with a courteous and professional demeanor by utilizing knowledge of the department and the university.  
|                               | o Conduct event set-up and wrap-up, oversee check-in, facilitate group sessions, lead walking tours, escort students to programs, provide presentations, aid in registration process, and serve in student panels.  
|                               | o Able to be flexible and adaptable in all university and campus-wide settings.  
|                               | o Develop recommendations and trouble shooting skills throughout the OL Experience.  
| Digital Technology Skills | o Utilize application software such as Owl Guides, FAU Mobile, and the Guardian App  
|                               | o Utilize Social Media Platforms including, but not limited to: Facebook, Instagram, Snapchat, and Twitter  
| Leadership Skills | o Exhibit servant leadership by mentoring and guiding small groups of students during first-year orientation sessions and transfer orientation sessions.  
|                               | o Facilitate group understanding of campus resources, policies, procedures, and transition to campus life for students and their families/guests through presentations, individual and group interactions.  
|                               | o Create an inspiring team environment with an open communication culture.  
|                               | o Serve as a positive representation of Florida Atlantic University and as a resource to new students and their guests.  
|                               | o Have the ability to build rapport and relationships based on vulnerability and authenticity  
|                               | o Attend a 1-hour Leadership Institute (Part of the Student Affairs & Enrollment Management Core Training Program).  
| Career Management | o Attend a 1-hour Career Readiness session (Part of the Student Affairs & Enrollment Management Core Training Program)  
|                               | o Attend an 18-week training course to prepare for the Orientation Leader position, which includes, but not limited to Strengths Finder, True Colors, Public Speaking, Customer Service Philosophies, etc.  
| Global/Intercultural Fluency | o Increase mindfulness and appreciation of diverse perspectives, backgrounds, and cultures.  |
- Have respectful engagement with diverse group of people including the Orientation Leader team, students, families, guests, faculty, staff, and administrators.
- Attend a 4-hour ADL Campus of Difference Diversity Training (Part of the Student Affairs & Enrollment Management Core Training Program).

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<tr>
<th>Compensation</th>
<th>You will be paid a total of $2300 over the course of the summer employment. You will be paid hourly at $10 an hour for April &amp; fall employment.</th>
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<tr>
<td>Accommodations</td>
<td>You will be assigned a room and will be required to reside there for the summer term (May-August). This may involve having one or more roommates depending on the residence hall we are assigned to. The cost of housing (approx. $3000) will be covering by the Office of New Student Orientation.</td>
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<tr>
<td>Meals</td>
<td>During First-Year Student Orientation, Lunch and Dinner on Day 1 and Breakfast on Day 2 will be provided. All other meals are the responsibility of the OL.</td>
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| Uniform | OLS will be provided with 2 of the following: 2 Polo’s and a Team T-shirt. In addition, OLS will receive an official nametag, backpack, and a jacket.  
*Note: The OL is responsible for providing the khaki bottoms and closed-toe shoes as part of the uniform.* |
Position Terms & Conditions

**Compensation**
OLs will be paid a stipend bi-weekly, receive housing in a FAU residence hall for summer (May – beginning of August), meals during session and a uniform.

**Length of Experience**
Summer first-year student orientation sessions run June-August, with additional sessions offered prior to the start of spring classes in January. Transfer Orientation sessions run from April –August, with additional sessions offered in November-January. All dates and times provided on the OL Contract are subject to change depending on the finalization of the University calendar and Orientation Planning.

**Housing**
While living on campus, OL’s are expected to abide by all policies and procedures set forth by Housing and Residential Education. In addition, OLs (no matter what age) agree to refrain from bringing, storing, consuming alcohol/illegal substances on campus including their personal residence hall room. Further, new students (including those who start in summer or fall) will not be allowed in the OL residence hall at any time.

**Leadership Class 2019**
All Orientation Leaders are required to enroll in LDR 2010: Orientation Leader section on Campus in the spring of 2019, which will take place on Mondays from 11:30 a.m. – 1 p.m. The course must be completed with a grade of a “B” or better in order to remain on the Orientation Team.

**Orientation Sessions**
OLs are required to participate in all Orientation Sessions for First-Year Students. During First-Year Orientation, the Session is divided into 3: Day 0 (day before), Day 1, and Day 2. Orientation Leaders are expected to participate in all aspects of the session and have no outside commitments. OL’s are required to be on campus starting on Day 0 at 9 p.m. through 6 p.m. on Day 2. OLs are also required to participate in assigned Transfer Orientations, which will be assigned in April for the summer term and September for the fall term.

**Performance**
There will be three formal performance review times: At the completion of May training, after the first 6 sessions, and at the completion of summer. The purpose of these reviews are to provide critical feedback on overall job performance. In addition, each OL will participate in an exit interview at the complete of the position.

**SROW**
Southern Regional Orientation Workshop will be held on March 15-17. The registration fees will be covered 50% and the hotel and transportation fees will be covered 100%.
Summer Class/Work
Given the time commitment of the Orientation Leader position, OLs are not allowed to take summer classes or have an additional job. During the Spring and Fall semester, other employment is allowed, but must NOT conflict with training, orientation sessions, etc.

Spring 2019 Training Dates
Training will occur Mondays and Fridays starting on January 9. Monday Training will take place the entire Spring Semester from 11:30 a.m. - 1 p.m. Friday Training will be from 2 p.m. - 6 p.m. until March 15, and then 2 p.m. – 4 p.m. until the end of the spring semester. Additionally, the Orientation Leader retreat will be January 20-21, 2019.

Training
OL are expected to be at all of the training dates provided on the OL Contract. Additional training dates may be added as needed. Training is not optional and is required to serve in this position.

Application Process

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<tr>
<th>Event</th>
<th>Date Details</th>
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<tr>
<td>Orientation Leader Application Opens</td>
<td>September 24, 2018</td>
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<tr>
<td>Information Sessions (Must attend 1 session)</td>
<td>Wednesday, September 26, 2018 at 3 p.m.</td>
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<td>Location for 9/26, 10/4, and 10/8 will be held in Nations MPR</td>
<td>Thursday, October 4, 2018 at 10 a.m.</td>
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<td>Location for 10/16, 10/25, and 11/2 will be held in Parliament Hall MPR</td>
<td>Monday, October 8, 2018 at 5 p.m.</td>
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<td>Tuesday, October 16, 2018 at 6 p.m.</td>
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<td>Thursday, October 25, 2018 at 2 p.m.</td>
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<td>Friday, November 2, 2018 at noon</td>
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<td>Orientation Leader Application Due</td>
<td>November 4, 2018 at 10:00 p.m.</td>
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<td>Group Interviews</td>
<td>November 13, 2018 1 p.m. – 4 p.m.</td>
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<td>November 13, 2018 5 p.m. – 8 p.m.</td>
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<td>November 16, 2018 9 a.m. – 12 p.m.</td>
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<td>November 16, 2018 1 p.m. – 4 p.m.</td>
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<td>Notification of Next Round to Individual Interviews</td>
<td>November 26, 2018</td>
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<tr>
<td>Individual Interviews</td>
<td>Week of December 3 – 11, 2018</td>
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<td>Announcement of 2019 Orientation Leader position</td>
<td>December 19, 2018</td>
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