



2022 New Student and Family Programs Orientation Leader Position Description

Orientation Leaders (OLs) are student leaders who serve as facilitators and welcome all new students, families, and guests to campus and its resources during various New Student and Family Programs (NSFP) programs and events. Orientation Leaders assist with First-Year Orientation, Transfer Orientation, International Orientation, and continue to serve first-year and transfer students and their families through Weeks of Welcome programming and Fall Family Weekend. The Orientation Leader team will develop leadership, communication, facilitation, and customer service skills that will be used while they assist new Hokies in their transition to Virginia Tech. Orientation Leaders will assist in training Weeks of Welcome Leaders as well as playing a crucial role in the development and execution of year-round programming.

Expectations/Qualifications

- Enrolled as a full-time (minimum 12 hours) student during the Spring 2022 and Fall 2022 semesters
- Must be in and maintain good academic and disciplinary standing including a *minimum cumulative GPA of 2.50*. First-year students can submit their high school GPA.
 - If GPA is lower than a 2.50, please provide an explanation in the Written Application
- Availability to participate fully in all Orientation events, including trainings as well as be able to commit to all NSFP programs through the end of 2022 Fall Family Weekend programming
- Must sign and abide by the rules of the behavior contract distributed when offered a position on the Orientation Team including disaffiliation from organizations involved with during the summer through Weeks of Welcome
- Must adhere to and forward New Student and Family Programs' and Student Affairs' mission and values
- Abide by all rules and policies set forth by Virginia Tech, the Hokie Handbook, New Student and Family Programs, and all state/federal laws
- May not have outside employment during summer training and New Student Orientation programs
- May not enroll in summer courses at Virginia Tech or any other institution

*Former NSFP student leaders **may** apply to return to this position.*

Preferred Candidates will:

- Demonstrate interest in advancing skills learned through the position
- Exhibit good communication, teamwork, and interpersonal skills
- Demonstrate respect for and commitment to serving a diverse population
- Exhibit enthusiasm for Virginia Tech
- Be a reliable, punctual, energetic, responsible, flexible, collaborative, and caring team member
- Be highly motivated, dependable, and sincere in representing Virginia Tech, New Student and Family Programs and the Hokie community

Roles and Responsibilities

- Dedicate time and energy into the learning, growth, self-discovery, and development of new students
- Actively participate during Spring 2022 semester in Principles of Peer Leadership course (2 credits) to become an Orientation Leader
- Attend 2-week Summer Training on program logistics, campus partners, etc. for 2022 summer Orientation
- Complete the 8-week Fall 2022 Principles of Peer Leadership course (1 credit) to reflect and articulate your experience as an Orientation Leader
- Facilitate First-Year, Transfer, and International Orientation sessions throughout the summer
- Serve as a role model, resource, and representative for both NSFP and Virginia Tech
- Guide walking campus tours for new students, families, and guests
- Facilitate group discussions and activities with new students
- Other duties as assigned



Attendance & Participation Required at the Following:

Fall 2021:

- Meet the Team (December 3rd)

Spring 2022:

- Principles of Peer Leadership course (2 credits) (Wednesdays 5:30-8pm, starting March 9th, 2022)
- Attend 1-1 meetings with professional staff during the Spring semester
- Spring Family Weekend (April 2022)
- Spring Retreat (March/April 2022)

Summer 2022:

- Summer Orientation Team Retreat (May 2022)
- Orientation Summer Training (May 2022)
- First-Year and Transfer Orientation Sessions (June – July 2022)
- International Orientation Training (August 2022)
- International Orientation (August 2022)

Fall 2022:

- Weeks of Welcome Training (August 2022)
- Weeks of Welcome (August 2022)
- Principles of Peer Leadership course (1 credit) (course day/time TBD, first 8 weeks of the semester)
- Fall Family Weekend (September 2022)

Confidentiality and Privacy

As an employee of New Student and Family Programs, you may participate in processes such as hiring and selection, and Orientation program registration and check-in where you may have access to private student information such as ID numbers, GPA, and employment status. In this role we ask that you always uphold the Family Educational Rights and Privacy Act (FERPA) when interacting with such information as in not doing so would be a direct violation of New Student and Family Programs, Virginia Tech, and federal law. By filling this position, you are agreeing to act with discretion when interacting with such information and agree not to share anything about another student's personnel file, or personal information unless necessary by law.

Mandatory Reporting

As an employee of New Student and Family Programs, you are deemed a Mandated Report under Code of Virginia 63.2-1509, which deems it necessary for an employee to report knowledge of any occurrence of abuse or neglect. New Student and Family Programs will provide a training for you to more deeply understand the responsibility of mandated reporting. By filling this position, you are agreeing to attend the training and to seek out clarification when necessary about your role as a mandated reporter.

Compensation

- Stipends
 - Summer Stipend: \$2,500
 - Weeks of Welcome: TBD

Stipends will be distributed over the course of the summer and Fall semester as determined by Payroll.

- Room and board during summer Orientation programs along with most meals during Summer Trainings and Orientation sessions
- Staff polos, jacket, t-shirts, backpack, and other items provided. Polos must be returned at the conclusion of the program.