What It Takes to be an Orientation Leader

What is an Orientation Leader (OL)?
An orientation leader is a student committed to serving the University by offering information and assistance to incoming and new students and their families. OL’s wear many hats so they must possess a “we care” attitude in carrying out their many administrative roles. OL’s are held to the highest standards of good conduct and must possess leadership skills that allow them be good role models for other students.

The “We Care” Attitude
OL’s must be able to adapt and adjust quickly and easily to different situations and different personalities. A genuine interest in caring for people and an ability to spend long hours working with others are important. OL’s are frequently asked to cooperate with others and sometimes postpone their immediate needs and motivations for the purpose of building a team that is able to successfully deal with its responsibilities to new students and their families.

Qualifications
1. Understand and believe in the mission of the University of Evansville.
2. Support the University, including the regulations and policies as stated in the Student Handbook.
3. Must maintain a 2.5 G.P.A. and be a full-time student.
4. Must be in good disciplinary standing.
5. Must relate well with faculty, administrators, parents, and new students.
6. Must be reliable, confident, sincere, flexible, and display a willingness to help others.
7. Must have good communication and time management skills.
8. Must have the character, academic success, and exemplary attitude that will serve as a good role model for others.
9. Must be able to meet all time commitments associated with the position and sign the OL Code of Conduct.

Time Commitments
1. Training is mandatory for all Orientation Leaders. Meetings are typically held every Tuesday night from 9:00 to 11:00 pm. Students who are studying abroad during spring training will be expected to maintain communication with the OL chairpersons or their designees to complete alternate training modules or requirements.
2. Actively participate in the SOAR sessions to be held April 6, April 20, June 8, and August 17, 2018.
3. Return to school August 8, 2018 for Welcome Week training. You must be available 24 hours a day for ALL of Welcome Week training (begins August 9), the August SOAR date, and for Welcome Week (August 18-21, 2018).
4. Hold individual and group meetings with all freshmen assigned to the small group throughout the fall semester. File small group reports with the dean’s office by the first of October, November, and December.

APPLICATION PROCESS
Applications- Should be turned into the Dean of Students Office by 4 p.m. CST on Monday, January 22, 2018.

Note: Students studying abroad will receive application and interview information in the fall 2017 semester and if selected to serve as an OL will correspond with OL co-chairs and dean regarding training required overseas.

1. Interviews- After you submit your online application, you will receive an email receipt with directions for arranging your interviews. You will participate in two separate interviews. One interview will be with Dr. Dana Clayton, Vice President for Student Affairs/Dean of Students. You should allow 20 minutes for this interview, arrive on time, and come prepared to discuss the shield exercise which will be shared with you when you schedule your interview. The other interview will be with a panel of about 5 orientation leaders. You should allow 30 minutes for this interview, arrive on time and report to the dean’s office for direction to the room. This will be an interactive interview.

2. Mandatory Group Workshop- The group workshop will be held on Monday, January 29, 2018 from 9-11 pm in Eykamp 251 and will consist of various activities that concentrate on team building, creativity, leadership, and stressful situations. This workshop is mandatory for OL applicants. If you have a legitimate conflict, it is your responsibility to contact Dr. Clayton in advance to advise her of your situation and request a waiver. You should contact her via email at dc26@evansville.edu.

3. Selections will be finalized on Sunday, February 11th and all applicants will receive email notification by that evening.