

*SO YOU WANT TO BE AN*  
**ORIENTATION  
LEADER?**



### How will the Orientation Leader position benefit me as a student?

Making connections throughout the university is critical for your success as a student. As an Orientation Leader, you will have the opportunity to make and enhance connections with faculty, staff and a variety of students from the UNT community. In addition, you benefit from learning detailed information about university programs and services, which increases your campus knowledge. The student leader position is an integral part of the Orientation program. Orientation Leaders hold a prestigious leadership role on campus, and often use their experience as a stepping-stone to employment in other leadership positions.

### How will the Orientation Leader position benefit me after graduation?

This position is designed to increase your leadership skills and abilities. Orientation Leaders develop skills in group problem solving, conflict resolution, interpersonal communication, and team building. The Orientation Leader experience also provides students with the opportunity to interact with a diverse population of students, fostering skills important for future employment. Throughout the program, you will have opportunities to use these skills in hands-on situations, thus providing an experience upon which employers look favorably.

### Essential Qualifications

- Maintain a 2.5 cumulative grade point average (GPA) throughout employment
- Undergraduate student
- Enrolled on the UNT Denton campus during Spring 2024 and Fall 2024 semesters
- Good academic and disciplinary standing with the University throughout employment
- Successful completion of a background check



**"BEING AN OL MADE ME  
STEP OUT OF MY  
COMFORT ZONE AND  
REALIZED WHAT I AM  
CAPABLE OF!"  
-MIKAYLA, '22 OL**

# ORIENTATION LEADER JOB DESCRIPTION

Tasks range from leading new students during orientation programs and answering general questions about UNT for incoming freshman and transfer students to providing technical assistance on the myUNT website and comforting students who feel homesick. Orientation Leaders must be flexible, perceptive, willing to take initiative, empathetic, and team-orientated. The responsibilities of an Orientation Leader include, but are not limited to:

- Welcome new students, parents, and family members to the University
- Conduct small group meetings on topics such as the Academic Guidebook, transitional issues and campus resources, and the registration process
- Answer student and parent questions regarding transitional issues, campus resources, and the registration process
- Provide information and assist students in the registration process
- Assist academic advisors and campus department presenters during their presentations at in-person sessions
- Give a dramatic performance in front of a large audience (Life on Campus presentation)
- Assist with the check-in process at orientation
- Provide logistical support to presenters during Orientation programs
- Move and lift orientation materials and preparing orientation bags for in-person sessions
- Reside in designated orientation residence hall for duration of summer
- Work strenuous, irregular hours



## WHAT ARE WE LOOKING FOR?

### Ideal Skills and Abilities

- Be a positive team player and representative of UNT
- Be comfortable working in a fast-paced environment and high-profile position
- Display a commitment to cultivating a sense of community
- Desire to make a difference in the lives of first year students, transfer students, and their families
- Ability to quickly adapt to program and process changes as needed
- Maintain a high energy level, enthusiasm, and stamina when working long days
- Be an effective and clear communicator with new students and family members
- Be comfortable facilitating small and large group discussions and activities in an in-person
- Possess a high level of maturity and an ability to use independent judgment in decision making
- Be willing to learn and grow through the position
- Be an effective and positive role model for other students on campus

# TIME COMMITMENT

- **Spring Training:** All Orientation Leaders will be expected to attend the weekly Orientation Leader class on Friday (2:00 - 5:00 PM) throughout the spring semester. The class will cover general leadership topics ranging from mentorship and team development to conflict management and belonging. **The spring class is required for all staff. We will work with you if you have a major-specific class scheduled during the class. Class can be utilized as a elective credit or audited. More information available when hired.**
- **OL Retreat:** Orientation Leaders will be expected to participate in the OL Retreat at the beginning of summer training
- **Summer Training:** Intensive training will occur prior to the first Freshman Orientation session. Leaders will be trained on a variety of subjects, including campus policies and resources, academic advising, facilitating small groups, presentation skills and much more. **Summer training is required for all staff.**
- **Bag Stuffing/Session Prep:** Orientation Leaders assigned to work any in-person orientation sessions will also assist with bag stuffing/session prep prior to the scheduled in-person session.
- **Team Development/Professional Development Days:** Orientation Leaders will be expected to be present at Team Development and Professional Development days. Dates will be communicated ahead of time.
- **Summer Orientation Sessions:** Orientation Leaders must be present at **all** Freshman Orientation sessions. Orientation Leaders will also be assigned to work a select number of transfer and Frisco orientations. A complete schedule of session assignments will be provided prior to the start of the summer.
- **Spring Orientation Sessions:** Orientation Leaders **will also be assigned to work Spring 2025 Orientation sessions.** Once the dates are finalized in Fall 2024, we will reach out to the team about availability.
- **Additional OTP Programming:** Orientation Leaders will be instructed to work additional Orientation and Transition Programs-sponsored events including, but not limited to: **Senior Day, First Flight Week programs, Eagle Camp, Spanish Family Orientation**, among others. Dates will be communicated ahead of time.



# BENEFITS

## Summer Stipend

(\$3,000 before taxes, divided and paid monthly)

## Summer Room & Board

(Move-In: Tuesday, May 14, 2024 | Move-Out: Thursday, August 1, 2024)

## Staff Apparel/Swag

## Summer Meal Plan

## Rec Center Pass

## Parking Permit

## Personal/Professional Development

## One-of-a-kind-Summer Experience

*OTP IS NOT RESPONSIBLE FOR YOUR HOUSING ACCOMMODATIONS ONCE OL MOVE OUT OCCURS. ORIENTATION LEADERS ARE RESPONSIBLE FOR FIGURING OUT THEIR INTERIM HOUSING ARRANGEMENTS, WHILE STILL BEING RESPONSIBLE TO WORK THEIR REQUIRED ORIENTATION SESSIONS. PLEASE NOTE THAT ADDITIONAL CHARGES MAY ACCRUE TO YOUR STUDENT ACCOUNT IF YOU ARE PERMITTED TO STAY LONGER IN THE RESIDENCE HALLS, OR MORE IN EARLY TO YOUR RESIDENCE HALL ROOM FOR THE FALL 2024 SEMESTER*



# IMPORTANT DATES

## SPRING ORIENTATION LEADER CLASS

Fridays at 2:00 - 5:00 PM in Spring 2024  
Class Location TBD

## SUMMER INTENSIVE TRAINING DATES

**OL Move-In** | Tuesday, May 14, 2024

**OL Retreat** | Tuesday, May 14 - Wednesday May 15, 2024

**OL Picture/Video Day & Intro to Training** | Thursday, May 16, 2024

**Intensive Training** | Friday, May 17, 2024

**Intensive Training** | Monday, May 20, 2024

**Life on Campus Rehearsals** | Tuesday, May 21 - Thursday, May 23, 2024

**Intensive Training** | Friday, May 24, 2024

**Intensive Training** | Tuesday, May 28 - Thursday, June 1, 2024

**First Half-Bag Stuffing** | Saturday, June 1, 2024

**Intensive Training** | Monday, June 3, 2024

**OL Move-Out** | Thursday, August 1, 2024

**\*DATES ARE SUBJECT TO CHANGE\***



# ORIENTATION DATES

The 2024 Summer Orientation Schedule has not been solidified yet. However, it will mirror closely to the 2023 Summer Orientation dates below.

## FRISCO ORIENTATION SESSIONS

- Frisco Orientation 1 | Saturday, May 20, 2023
- Frisco Orientation 2 | Friday, June 9, 2023
- Frisco Orientation 3 | Saturday, June 24, 2023
- Frisco Orientation 4 | Saturday, July 15, 2023
- Frisco Orientation 5 | Friday, August 4, 2023
- Frisco Orientation 6 | Tuesday, August 15, 2023

## TRANSFER ORIENTATION SESSIONS

- Transfer Orientation 1 | Friday, May 5, 2023
- Transfer Express 1 | Friday, May 19, 2023
- Transfer Orientation 2 | Friday, June 2, 2023
- Transfer Express 2 | Friday, June 23, 2023
- Transfer Orientation 3 | Friday, July 14, 2023
- Transfer Express 3 | Saturday, July 29, 2023
- Transfer Orientation 4 | Tuesday, August 8, 2023
- Late Orientation | Thursday, August 17, 2023

## FRESHMAN ORIENTATION SESSIONS

- Freshman Orientation 1 | Tuesday, June 6 - Wednesday, June 7, 2023
- Freshman Orientation 2 | Monday, June 12 - Tuesday, June 13, 2023
- Freshman Orientation 3 | Thursday, June 15 - Friday, June 16, 2023
- Freshman Orientation 4 | Tuesday, June 20 - Wednesday, June 21, 2023
- Freshman Orientation 5 | Monday, June 26 - Tuesday, June 27, 2023
- Freshman Orientation 6 | Thursday, June 29 - Friday, June 30, 2023
- Freshman Orientation 7 | Tuesday, July 11 - Wednesday, July 12, 2023
- Freshman Orientation 8 | Monday, July 17 - Tuesday, July 18, 2023
- Freshman Orientation 9 | Thursday, July 20 - Friday, July 21, 2023
- Freshman Orientation 10 | Monday, July 24 - Tuesday, July 25, 2023
- Freshman Orientation 11 | Thursday, July 27 - Friday, July 28, 2023
- Freshman Orientation 12 | Tuesday, August 1 - Wednesday, August 2, 2023
- Freshman Orientation 13 | Wednesday, August 9 - Thursday, August 10, 2023

## OTHER IMPORTANT DATES

- Freshman Orientation Bag Stuff 1 | Saturday, June 3, 2023
- Senior Day | Thursday, June 8 - Friday, June 9, 2023
- Team Development Day | Thursday, June 22, 2023
- Freshman Orientation Bag Stuff 2 | Saturday, July 8, 2023
- Eagle Camp Training | Thursday, July 13, 2023
- OL Work Day | Monday, July 31, 2023
- OL Work Day & End of Summer Banquet | Thursday, August 3, 2023
- Eagle Camp | Friday, August 11 - Saturday, August 12, 2023



# HOW TO APPLY

- ATTEND AN INTEREST MEETING
- REVIEW THIS PACKET THOROUGHLY
- COMPLETE THE HANDSHAKE APPLICATION
- COMPLETE THE QUALTRICS APPLICATION

## APPLICATION LINKS

SCAN ME OR VISIT  
[LINKTR.EE/UNT\\_OTP](https://linktr.ee/UNT_OTP)



**"BEING AN ORIENTATION LEADER  
WAS A FUN, UNIQUE EXPERIENCE  
WHERE I MET SO MANY PEOPLE AND  
MADE SO MANY FRIENDS. IT  
ALLOWED ME  
TO BE IN  
SPACES MOST  
STUDENTS  
NEVER GET  
TO BE IN."  
- GADI, '22 OL**





# INTERVIEW PROCESS

## Application Process

Students need to complete the online Orientation Leader application available through the orientation website or scan qr code below.

**Completed applications must be submitted no later than 11:59 PM, Sunday, November 5, 2023.**

Included in your application, you will be asked to answer the following:

1. Why do you want to be an Orientation Leader?
2. Please list any campus organizations and service opportunities in which you are involved
3. Contact information for two references
4. Any conflicts you have with the orientation schedule and required dates

Students must also complete the online Handshake application through the Career Center website. Log on to the online Handshake portal and search for job posting # 8256907 titled "2024 New Orientation Leader".

- Handshake applications must include the UNT Student Employment Application

## Interview Process

- Once applications have been submitted and references have been contacted, you will receive an email to your UNT email address inviting you to sign up for a group interview timeslot.
- Candidates who make it past the first round of interviews will be invited back to participate in an individual interview.

## Orientation Leader Selection Timeline

**Applications Available** | Monday, October 2, 2023

**Applications Due** | Sunday, November 5, 2023

**Last Batch of Reference Links Sent to References** | Monday, November 6, 2023

**Invitation to Group Interviews Sent** | Thursday, November 9, 2023

**Group Interviews** | Monday, November 13 – Friday, November 17, 2023

**Invitation to Individual Interview Sent** | Monday, November 20, 2023

**Reference Letters Due Back** | Sunday, November 26, 2023

**Individual Interviews** | Monday, November 27 – Friday, December 1, 2023

**Decision Letters Available** | Monday, December 4, 2023

**Offer Letters Due Back to OTP** | Thursday, December 6, 2023

**Spring OL Class Begins** | Friday, January 19, 2024

## 2024 New Orientation Leader Qualtrics Application



## ORIENTATION LEADERS ARE...



*Researchers*

**Greek**

Student Alumni Ambassadors

## Eagle Ambassadors

Resident Advisors

*Homecoming Royalty*



Student Organization Leaders



## Student Body Presidents

Green Jackets

**...and beyond**



# FREQUENTLY ASKED QUESTIONS

## 1. Can I take classes during the summer?

We strongly advise against taking summer courses due to the time commitment of being an orientation leader. Additionally, you will be working long days that do not have flexibility for any modality of summer courses.

## 2. What if I can't work all the sessions?

Attendance at all orientation sessions is required unless there is an extenuating circumstance. You should inform the hiring team during the interview process.

## 3. Do we get time off in the summer?

Yes! Orientation Leaders will have an opportunity to rest between most sessions. Team members get a short break around early July.

## 4. What if I do not maintain or currently have the required GPA?

The 2.5 GPA is a mandatory requirement to hold an on-campus position. If you currently do not hold this GPA or higher, you will not be considered for the position. Additionally, if you fall below the requirement, you will be subject to termination. If you do not have a GPA yet, you must have a 2.5 GPA or higher after your first semester at UNT.

## 5. How should I prepare for interviews?

It is never a bad idea to schedule an appointment with your Career Coach to discuss how to prepare for an interview. Also, you can find a plethora of online free resource through the career center at:

**<https://careercenter.unt.edu/channels/interview-prep/>**

## 6. What do you wear to interviews?

Review the Dressing for an Interview online resource by the Career Center here:

**<https://careercenter.unt.edu/resources/dressing-for-an-interview/>**

## 7. What if I already have secured off-campus housing for the summer?

We require all Orientation Team Members to reside in the residence hall during orientation sessions. If you have off-campus housing for the summer, you can enjoy that space when we are not in an orientation session, in training, or expected to be at work the following day.

## 8. Can I work another job?

During the summer, you will not have much flexibility to work another job due to the time commitment of being an orientation leader.

***Still have questions? Email Shaun Holloway at [shaun.holloway@unt.edu](mailto:shaun.holloway@unt.edu) or stop by Union Suite 377 (Orientation & Transition Programs Office). He is happy to answer all questions!***



**UNT**

DIVISION OF STUDENT AFFAIRS  
Orientation & Transition Programs

**FOR MORE INFORMATION, CONTACT**

**SHAUN HOLLOWAY**

COORDINATOR, ORIENTATION & NEW STUDENT PROGRAMS  
SHAUN.HOLLOWAY@UNT.EDU

OR

**VISIT THE OFFICE OF ORIENTATION & TRANSITION PROGRAMS IN  
UNIVERSITY UNION 377  
MONDAY - FRIDAY, 8 AM - 5 PM**

