

# 2022 Orientation Leader Information Packet

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***Please prepare/complete the following items to successfully apply for the 2022 Orientation Leader position.***

**Applications are due by Friday, January 28, 2022 at 5:00 p.m.**

\_\_\_\_\_ Review the 2022 Orientation Leader Information Packet thoroughly

\_\_\_\_\_ Complete the [Student Employment Application](#). You will upload it to Handshake via the required document section of the job application

\_\_\_\_\_ Apply through the online [Handshake portal](#) on the Career Center website. Search for job posting #5618237 (2022 Orientation Leader)

\_\_\_\_\_ Complete and submit your online [Orientation Leader position application](#).

**The following items will need to be submitted in the online Orientation Leader position application and should be prepared prior to completing and submitting the application:**

\_\_\_\_\_ 2-minute (maximum) introduction video to attach to your online application (details included on page 4 of this information packet)

\_\_\_\_\_ Identify 2 individuals you would like to use as references for your application (1 must be a former supervisor and 1 must be a UNT faculty or staff member- does not include RAs, TAs or GAs)

\_\_\_\_\_ Be prepared to discuss your career goals, interests and involvement on your application

\_\_\_\_\_ Review the time commitments in this packet and take note of any existing or potential time conflicts- you will be asked to provide this information on your application

For questions regarding the **Orientation Leader** position, contact [brittany.landau@unt.edu](mailto:brittany.landau@unt.edu)

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Thank you for your interest in the Orientation Leader position. We are excited to begin the selection of our team. Collectively, Orientation Leaders are responsible for introducing the University of North Texas to more than 8,000 new students, and over 2,000 parents and family members. **Please carefully read the entire packet and follow all directions. Keep in mind the format of orientation sessions are subject to change, in order to ensure the health and safety of our students and UNT community.**

### **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 throughout employment
- Undergraduate student
- Enrolled on the UNT Denton campus during Spring 2022 and Fall 2022 semesters
- Good academic and disciplinary standing with the University throughout employment
- Successful completion of a background check

### **Overview of Position Responsibilities**

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
- Answering student and parent questions regarding transitional issues, campus resources, and the registration process
- Providing information and assisting 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)
- Assisting with the check-in process at orientation
- Provide logistical support to presenters during Orientation programs
- Moving and lifting orientation materials and preparing orientation bags for in-person sessions
- Working strenuous, irregular hours

## **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 diversity, equity, and inclusion
- 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 and virtual setting
- Possess a high level of maturity and an ability to use independent judgment in decision making
- Enjoy hard, but rewarding work
- Be willing to learn and grow through the position
- Be an effective and positive role model for other students on campus
- Experience utilizing and navigating zoom video conferencing

## **Compensation**

- Summer Stipend (approximately \$2500 before taxes)
  - Stipend will be divided and paid monthly July, August, and September
- Room & Board from late May to early August (equivalent to approximately \$2300)
- Staff Apparel & Staff Supplies
- Meals are provided during in-person training and orientation sessions
- Spring 2023 Orientation Sessions will be paid an hourly wage.

<b>Orientation Leader Selection Timeline</b>	
Monday, December 6, 2021	Applications Available
Friday, January 28, 2022	Applications Due
Monday, February 3, 2022	Last Batch of Reference Links Sent to References
Thursday - Saturday, February 10 – 12, 2022	Group Interviews
Thursday, February 10, 2022	Reference Letters Due Back
Wednesday - Friday, February 16 – 18, 2022	Individual Interviews
Monday, February 21, 2022	Decision Letters Available
Friday, February 25, 2022	Offer Letters Due Back to OTP
Friday, March 4, 2022	Spring Training Begins

## **Application Process**

1. Students need to complete the online Orientation Leader application available through the [orientation website](#). Completed applications must be submitted no later than **5:00 PM, Friday, January 28, 2022**.
  - **Included in your application, you will be asked to answer/upload the following:**
    1. Brief introduction video (2-minutes maximum) that addresses the following:
      - Provide an overview of who you are- what do you want the people watching your video to know about you?
      - Why did you choose to attend UNT?
      - Why do you want to be an Orientation Leader?
      - Why should we select you for a position on the 2022 Orientation Team?
    2. What are your career interests and goals?
    3. Please list any campus organizations and service opportunities in which you are involved
    4. Contact information for two references
    5. Any conflicts you have with the orientation schedule and required dates
2. 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 #5618237 titled "2022 Orientation Leader". *The University of North Texas is an Equal Opportunity/Affirmative Action Employer.*
  - Handshake applications must include resume and 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**.

## General Time Commitments

- **Spring Training:** All Orientation Leaders will be expected to attend weekly Orientation Leader Meetings on Fridays throughout the spring semester. Training will cover general leadership topics ranging from mentorship and team development to conflict management and diversity and inclusion. **Spring training is required for all staff. We will work with you if you have a class scheduled during spring 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.
- **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 transfer express orientation sessions as well as Frisco orientation sessions. A complete schedule of session assignments will be provided prior to the start of the summer once the 2022 Orientation Team is finalized.
- **Spring Orientation Sessions:** Orientation Leaders will also be assigned to work Spring 2023 Orientation sessions. Once the dates are finalized in Fall 2022, 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.

## Overview of Training Schedule & Important Dates

*Events with (\*) are mandatory for all staff.*

Date	Activity	Time	Location
Friday, March 4	*Spring Training	2:00 – 4:30 PM	TBD
Friday, March 11	*Spring Training	2:00 – 4:30 PM	TBD
Friday, March 18	<b>Training Cancelled</b>		
Friday, March 25	*Spring Training	2:00 – 4:30 PM	TBD
Friday, April 1	*Spring Training	2:00 – 4:30 PM	TBD
Friday, April 8	*Spring Training	2:00 – 4:30 PM	TBD
Friday, April 15	<b>Training Cancelled</b>		
Friday, April 22	*Spring Training	2:00 – 4:30 PM	TBD
Tuesday, May 17	*Move-in Date (All Day)		
Tuesday, May 17 – Wednesday, May 18	*OL Retreat- Off Site		
Thursday, May 19	*OL Picture and Video Day		
Friday, May 20	*Introduction to Training		
Monday, May 23	*Intensive Training		
Tuesday, May 24 – Thursday, May 26	*Life on Campus		
Monday, May 30	Memorial Day- No Training		
Tuesday, May 31 – Thursday, June 2	*Intensive Training		
Monday, June 6 – Tuesday, June 7	*Orientation Prep/Walk Through/Freshman Bag Stuffing		
Tuesday, June 7	*Final Life on Campus Rehearsal		
Monday, June 27	*College Meetings and Senior Day Training		
Tuesday, July 20	*Team Development Day		
Thursday, July 28 – Friday, July 29	*Senior Day		
Wednesday, August 3 – Thursday, August 4	*OL Work Days		
Thursday, August 4	OL Banquet		
Thursday, August 5	*OL Move-out Date (All Day) <b>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 2022 semester.</b>		

## Summer 2022 Orientation Session Dates

*Events with (\*) are mandatory for all staff.*

*All 2022 orientation sessions are planned for in-person delivery, unless otherwise indicated.*

<b>Session</b>	<b>Date</b>
Transfer/Summer Express 1	Saturday, April 9
Frisco Orientation 1	Saturday, April 23
Transfer/Summer Orientation 1	Friday, May 6
Frisco Orientation 2	Monday, May 9
Transfer/Summer Express 2	Friday, May 27
Transfer/Summer Orientation 2	Friday, June 3
*Freshman Orientation 1	Wednesday, June 8 - Thursday, June 9
*Freshman Orientation 2	Friday, June 10 - Saturday, June 11
*Freshman Orientation 3	Sunday, June 12 - Monday, June 13
*Freshman Orientation 4	Wednesday, June 15 - Thursday, June 16
Transfer/Summer Express 3	Friday, June 17
*Freshman Orientation 5	Monday, June 20 - Tuesday, June 21
*Freshman Orientation 6	Thursday, June 23 - Friday, June 24
Frisco Orientation 4	Saturday, June 25
*Freshman Orientation 7	Tuesday, June 28 - Wednesday, June 29
Transfer/Summer Orientation 3	Friday, July 8
*Freshman Orientation 8	Sunday, July 10 - Monday, July 11
Frisco Orientation 5	Tuesday, July 12
*Freshman Orientation 9	Wednesday, July 13 - Thursday, July 14
Spanish Language Family Orientation	Saturday, July 16
*Freshman Orientation 10	Monday, July 18 - Tuesday, July 19
*Freshman Orientation 11	Thursday, July 21 - Friday, July 22
Transfer Express 4	Saturday, July 23
*Freshman Orientation 12 (Virtual)	Tuesday, July 26 - Wednesday, July 27
*Freshman Orientation 13	Monday, August 1 - Tuesday, August 2
Transfer Orientation 4	Friday, August 5
Transfer Orientation 5	Wednesday, August 10
Transfer Orientation 6 (Virtual)	Wednesday, August 10 - Tuesday, August 16
*Freshman Orientation 14	Wednesday, August 17 - Thursday, August 18
Frisco Orientation 7	Tuesday, August 23
Late Orientation	Thursday, August 25
New Graduate Orientation	Saturday, August 27

**July Break:** Thursday, June 30 – Wednesday, July 6, 2022