
2021-22 Returning Orientation Leader Position Information

Returning Orientation Leaders (ROL) are highly motivated, involved student leaders who assist with implementing Screaming Eagles Orientation. The ROLs serve as mentors for New Orientation Leaders and guide incoming students and their families as they transition to USI. ROLs assist with Orientation Leader Training.

Position Qualifications & Information

- Served as an Orientation Leader for one entire Orientation season previously
- Be a full-time student (enrolled in at least 12 hours) at the University of Southern Indiana during the Fall 2021 term through the Fall 2022 term
- Maintain at least a 2.75 cumulative grade point average throughout your employment time
- Be reliable, responsible, friendly, and flexible and possess good communication skills
- Enjoy working with people and display a willingness to approach and help others
- Demonstrate a desire to learn about the University of Southern Indiana, its history, its policies, its people, and its programs
- Orientation Leaders who work additional on-campus jobs may not work more than 20 hours total on the weeks of orientation.
- Compensation for training and orientation will be an hourly wage of \$7.35 per hour.
- During the summer, on-campus housing is provided the night before each orientation session for anyone traveling more than 30 miles from campus. Some meals are included too.

Dates of Employment

Your employment will begin in Fall 2021 (when offered the position) and will run through December 2022. Disclaimer: It is important to note that the 2022 Orientation Sessions and the dates have not been finalized. This requires your flexibility, as dates are not all-inclusive. Dates will be communicated when finalized. Please let us know any potential conflicts during your individual interview.

Fall 2021:

- **Returning Orientation Leader Training:** There will be training during the Fall semester to prepare for the spring semester. Dates and times will be decided based on schedules.
- **Orientation Leader Welcome Event:** December TBA

Spring 2022:

- **Orientation Leader Training:** These will be weekly and in-person on Wednesdays from 2-4:30 (January 12- April 27), with a 45-minute meeting following each training session. These are mandatory, and attendance is required for the entire session and meeting. Please accommodate for this time for your Spring schedule when selecting classes. There will be no training during Spring Break. Additional training sessions may be added on Fridays from 2-4:30 pm if needed.
- **Orientation Leader Retreat:** TBA
- **NODA Regional Conference:** TBA
- **Spring Orientation Dates:** April

Summer 2022:

- **Summer Orientation:** Two sets of orientation on Thursdays, Fridays, and Saturdays in May, June, and July.
- **August Orientation:** One orientation before the school year.

Fall 2022:

- **Winter Orientation:** One orientation in November, December, and January.

*All dates and times listed are subject to change based on the University's COVID response plan. On-campus orientation dates will become virtual orientation dates via Zoom.

Application Materials & Interview Process

Returning Orientation Leader Applicants

Past Orientation Leaders can apply for this position to return to the team. There are limited spots available. Please complete the following components to apply:

- **Application**
 - Candidates should submit their online application with a letter of interest and resume by Sunday, October 31 at <https://usi.presence.io/form/returning-orientation-leader-application>
 - Your letter of interest should detail your interest in returning to the position, what was learned during your first year, and how you will contribute during your second year. There is no specific format for this portion.
 - Your resume should include your orientation leader experience and your most recent education, work, volunteer, and leadership experiences. High School information should not be included.
 - At the bottom of the application, **please upload your letter of interest and resume as one PDF document and name the document as follows “First and Last Name, Orientation Leader Application”**
 - Please visit Career Services (<http://www.usi.edu/careerservices>) if assistance is needed.

- **Interview & Presentation**
 - Candidates will need to prepare a 10-minute virtual training exercise to demonstrate an activity, topic, skill, or job responsibility that can be presented to new Orientation Leaders during training. More information will be sent to candidates before interviews.
 - Interviews will last 30-45 minutes and will be held between November 1-5 via Zoom.
 - Selection notifications will be sent out the week following the last individual interview.

If you have questions about the position or application, please contact:

John Race

Assistant Director

New Student and Transitional Programs

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