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2022 Orientation Leader Position Information

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Orientation Leaders are highly motivated, involved student leaders who assist with the implementation of Screaming Eagles Orientation. Orientation Leaders are guides for new students and their families as they make the transition to USI. Orientation Leaders go through a rigorous selection and training process and are equipped with the knowledge and skills to answer any question that USI's newest Screaming Eagles may have. This is a paid position with weekly training during the spring semester and summer orientation dates.

**Position Qualifications & Information**

- Be a full-time, degree-seeking student (enrolled in at least 12 hours) at the University of Southern Indiana during the Fall 2021 term throughout the Fall 2022 term
- Have a 2.75 cumulative grade point average from most recent school (college or high school) at time of application
- Maintain at least a 2.75 cumulative grade point average throughout your employment time as an AMIGO
- Have earned 12 credit hours at USI by the beginning of the 2022 Spring term
- 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.

Your employment will begin Wednesday, January 12, 2022, 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:**

- **Orientation Leader Welcome Event:** December TBA

**Spring 2022:**

- **Orientation Leader Training:** These will be weekly and in-person on Wednesdays from 2-4:30 pm (January 12- April 27). These are mandatory, and attendance is required for the entire session. 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
- **Spring Orientation Dates:** April

**Summer 2022:**

- **Summer Orientation:** May, June, and July will have 2 sets of orientation on Thursdays, Fridays, and/or Saturdays per month (ex. Thursday, June 2 - Saturday, June 4).
- **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

### New Orientation Leader Applicants

This position is for any student who has not been an Orientation Leader before. Please complete the following components to apply:

- **Application**
  - Candidates should submit their [online application](#) by Sunday, November 7.
    - Applicants are asked to submit a reference's name and email, who will be contacted via email to complete a recommendation form on behalf of the applicant. This can be a USI faculty or staff, or a past supervisor, teacher, coach, etc..., who can speak on behalf of your character. Upon completion of this application, your reference will be emailed a reference form to complete. Please contact them to let them they will be emailed.
    - The application takes 5-10 minutes to complete.
  
- **Interviews & Selection**
  - There will be two rounds of interviews—group and individual—for this position. If selected for a group interview, candidates will be sent more information on signing up for an interview session.
  - Group interviews will be held in person and last 90 minutes during the week of November 8-11.
  - Individual interviews will be held virtually and last 20 minutes during November 15-22.
  - Selection notifications will be sent after the last individual interview.

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

John Race

Assistant Director

New Student and Transitional Programs

Phone: 812-465-1088

E-mail: [jrrace@usi.edu](mailto:jrrace@usi.edu)