



STONY BROOK UNIVERSITY | 2021 Position Description

Orientation Leader

Thank you for your interest in the Orientation Leader (OL) Position.

New Student Programs is looking for enthusiastic, passionate, and driven student leaders willing to be a source of support and information for new first year and transfer students during New Seawolf Welcome Week.

The Orientation Leader position term is August 1 to 31, 2021.

MISSION & PURPOSE

New Student Programs equips students with the knowledge, skills and connections to begin or continue their college experience.

We facilitate the transition for new first year and transfer students through programs aimed at acclimating them socially and academically to the institution. Nearly 6,000 new undergraduate students start at Stony Brook University each year and participate in a multi-part required new student experience. In addition, we provide family and supporter programs and year round support services to all new students, families and supporters.



WHAT YOU WILL DO

Orientation Leaders play an integral role in the execution of all New Seawolf Welcome Week programs and initiatives for new students, family and supporters entering Stony Brook University. The Orientation Leader team is comprised of self-motivated and driven students who work directly with the professional staff, fellow students, and administrators across campus.

As an OL you will be challenged to think critically about the transition experience for new students, family and supporters. You will be working with a team of dedicated student leaders to implement a robust the new student experience.

WHAT WE LOOK FOR

Our hope is for each OL to make the position their own and bring with them a unique skill-set to the position.

We look for the following foundational qualities in candidates for this position:

- Enthusiastic, Passionate, and Driven leaders.
- A desire to develop leadership skills, obtain training, information, and methods for student support, and aim to grow in discomfort.
- Flexibility and adaptability.
- Ability to maintain a positive attitude during commitments and “high-stress” situations.
- Ability to recognize and maintain appropriate boundaries in relationships.
- Active role modeling and encouragement of ethical behavior.
- Ability to recognize the diversity of students in transition and work to meet the various needs of students.
- Recognition of your own limits/boundaries in helping relationships with students and ability to make quick, timely, and appropriate referrals.
- Ability to foster respectful and supportive relationships with staff and faculty
- Involved and engaged on campus or in the community
- Ability to work independently and in a team setting.
- Punctual, dependable, and reliable during long training and orientation days.
- Strong communication skills.

RESPONSIBILITIES

- OLs must be present for all scheduled training including: Meet and Greet, Mini Trainings, and August Intensive Training.
- Good academic and disciplinary standing.
- Maintain a cumulative and semester Stony Brook GPA of 2.5. (Previous school GPA will be used for first semester transfer students.)
- Enrolled in Fall 2021 courses.
- Lead discussion groups with new students, families, and guests.
- Prepare orientation materials and activities.
- Acquaint new students with campus services and buildings locations by conducting tours.

WHAT YOU CAN GAIN

- Play a substantial role in the experience of new students starting at Stony Brook University.
- Grow, learn, and enhance interpersonal and leadership skills in the areas of collaboration, team development, public speaking, quick thinking, flexibility, and small group facilitation.
- Opportunity to meet and network with current administrators and students.
- Increase knowledge of Stony Brook University.
- Develop lasting friendships and have fun!
- Early move in (optional) if you live on campus during the fall 2021 semester.
- Meals during August Intensive Training and New Seawolf Welcome Week.
- New Student Programs and Orientation Leader Staff apparel and swag.
- Wolfie Wallet, upon completion of all New Seawolf Welcome Week shifts.

TIME COMMITMENT

The following dates are **mandatory commitments** for the Orientation Leader position.

Orientation Leaders must be available **in person** from August 12 to 22.

Should you have any questions about these dates or if you have conflicts, please contact OrientationLeader@stonybrook.edu. **Few** exceptions will be made for absence given the importance of this role to the Stony Brook University community.

Training

Sunday, August 1 – Wednesday, August 11	Black Board Training (Asynchronous)
Tuesday, August 3 12pm-2pm	OL Meet & Greet (Virtual)
Thursday, August 12 – Saturday, August 14 9am-6pm	Intensive Training* (In Person)

New Seawolf Welcome Week

Sunday, August 15 – Tuesday, August 17 7:30am-5pm	First Year & International Move In
Monday, August 16 – Thursday, August 19 7:30am-5pm	International Orientation
Wednesday, August 18 – Sunday, August 22 7:30am-5pm	New Seawolf Welcome Week
Thursday, August 19 7:30am-5pm	Transfer Move In
Sunday, August 15 – Sunday, August 22 5pm-11pm	Evening Programming

Please note, dates and times above are subject to change. Any changes will be discussed and communicated in a timely manner.

Times listed are general program times, you will not be expected to work 7:30am-11pm each day but you will be busy for the duration of the day.

Detailed schedules will be provided each day.





READY TO JOIN THE TEAM?

HOW TO APPLY

- Carefully read the position description as well as the training timeline so you are familiar with all responsibilities and expectations associated with the position.
- Attend an Information Session, listed on our [website](#).
- Thoroughly complete all portions of the [application](#). The [application](#) consists of demographic questions, submitting a personal statement using the prompts below, along with a recent resume (as a PDF).
 - Your statement should be a minimum of 250 words but no more than 1,000 words, including your name at the top of the document and attached as a PDF.
 - Why are you interested in the Orientation Leader position?
 - How would you define the responsibilities and characteristics of an Orientation Leader?
 - What previous experiences do you possess that make you a good Orientation Leader applicant?
- Submit your completed [application](#) no later than Monday, June 28, 2021 at 12:00pm (ET). Late applications will not be accepted; incomplete applications will not be considered.
- You will be invited on June 28th between 1pm and 5pm (ET), after submitting your [application](#), to submit a video interview so that we can get to know you better! Please read through the invitation thoroughly.

Staff Contact

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[Click Here to
Apply Online](#)

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