Thank you for your interest in the Orientation Leader Position.

Student Orientation and Family Programs is looking for enthusiastic, passionate and driven student leaders willing to dedicate their summer to being a source of support and information for new first year and transfer students. The Orientation Leader position term is the end of Spring 2020 to the end of Summer 2020.

**MISSION & PURPOSE**

Orientation equips students with the knowledge, skills and connections to begin or continue their college education.

We facilitate the transition for new West Campus transfer and first year students through programs aimed at acclimating them socially and academically to the institution. Nearly 6,000 new West Campus students start at Stony Brook University each year and participate in a two-part required orientation (Orientation Part I and Orientation Part II). In addition, we provide family and guest orientation programs and year round support services to family members and supporters of all Stony Brook students.
WHAT YOU WILL DO

Orientation Leaders play an integral role in the execution of all programs and initiatives for new students and family members entering Stony Brook University. The Orientation Leader team is comprised of 50-60 self-motivated and driven members 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 and their families. You will be working among a team of dedicated student leaders to support the Orientation experience.

WHAT WE LOOK FOR

Our hope and goal is that each Orientation Leader feels able to make the position their own, bringing with them a unique skill-set to the position.

That being said, we do look for the following foundational qualities in candidates for this role:

- Enthusiastic, Passionate and Driven leaders.
- 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.
- A desire to develop leadership skills, obtain training, information and methods for student support, and aim to grow in discomfort.
- 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, Summer Training, Retreat and August 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 2020 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
- Aide in the development of class schedules and support registration process with guidance from Academic Advisors

WHAT YOU CAN GAIN

- Play a substantial role in the experience of all undergraduate 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!
- Financial Compensation
- On Campus housing (optional) if you meet the following criteria:
  - Live on campus during the spring 2020 semester and/or fall 2020 semester AND
  - Have a permanent address 25 miles or more from campus
  - The first 10 hours worked each week will go toward housing cost.
- Breakfast and lunch during training and orientation sessions
- Orientation Leader Staff Polos and Jacket
TIME RESPONSIBILITIES

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

Orientation Leaders may only take summer session classes on Monday’s and Wednesday’s, the majority of orientation dates are on Tuesday’s, Thursday’s, and Friday’s. Any conflicts that occur between M/W classes and those few required days that fall on a M/W will be accommodated.

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 & RETREAT

**Spring 2020**
*Days off may not be requested on these dates*

**Wednesday, April 22** Meet and Greet
1:00-2:00pm

**Friday Mini Trainings**
4:00-8:00pm

**April 24, May 1, 8**

**Summer 2020**
*Days off may not be requested on these dates*

**Tuesday’s, Thursday’s, Fridays**
8:00am-6:00pm

**May 26, 28**
**July 2, 3, 7**

**Saturday, July 25**
**June 2, 4, 5, 9, 11, 12**
**August 13**

ORIENTATION PART 1 & 2

*Days off may be requested on these dates, and are subject to pre-approval.*

**Tuesday’s, Thursday’s, Fridays**
7:55am-7:00pm

**June 16, 18, 19, 23, 25, 26, 30**
**July 9, 10, 14, 16, 17, 21, 23, 24, 28, 30, 31**
**August 4, 6, 7, 11, 21**

**Monday, Aug. 17- Thursday, Aug. 20** International Orientation Week

**Saturday, August 22- Sunday, August 23** Experience Stony Brook

ORIENTATION PREP DAYS

*Accommodations will be made for students taking Mon/Wed classes.*

**Monday’s and Wednesday’s**
10:00am-4:00pm

**May 29**
**June 1, 3**
**August 14**

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

If times are not indicated, assume you will be busy for the duration of the day. Detailed schedules will be provided each day.
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 500 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, February 24 at 4:00pm. Late applications will not be accepted; incomplete applications will not be considered.
- If selected for a group interview and an individual interview, you will be contacted to sign-up for each respective interview slot. If you do not sign up by the deadlines you will forfeit your opportunity to interview.