Orientation Leader Position Description and Application Information
(Completed application due by 12pm (Noon) on Monday, February 26, 2018)

Orientation Leaders (OLs) are role models as well as sources of support and information for new first-year and transfer students. They play a major role in facilitating the adjustment of new students and their families to the Stony Brook community. They share accurate information about academic, personal, and social resources while working collaboratively with faculty, professional staff, and student staff from other areas on campus.

OL Responsibilities: OLs assist with orientation events in the following ways:
- Leading discussion groups with incoming students & family members
- Assisting in the preparation of orientation activities and materials
- Acquainting new students with campus services and building locations
- Aiding in the development of class schedules
- Assisting in the class registration process
- Conducting campus tours

Selection Criteria: We are looking for a diverse group of undergraduate students who possess the following qualities:
- Good academic & disciplinary standing (minimum cumulative and semester Stony Brook GPA of 2.5. Previous GPA will be used for first semester transfer students.)
- Desire to assist new students in their transition to Stony Brook
- Campus or community involvement (i.e. service, extra-curricular activities, etc.)
- Punctual and dependable
- Team player
- Positive attitude
- Flexibility and ability to think on your feet
- Good communication skills
- Ability to work with diverse students, parents, faculty, and staff
- Desire to be a leader and role model, including on-campus, online, and in the community

Benefits: Compensation and benefits are as follows:
- Hourly pay and on-campus summer housing
  - OLs who meet the following criteria may request summer housing provided by the Orientation Office: 1) Live on campus during the spring 2018 and/or fall 2018 semester(s) **AND** 2) Have a permanent address 25 miles or more from campus. The first ten (10) hours worked each week will go towards housing costs. OLs will be paid hourly for time worked after the first ten (10) hours. (Please note that you must be registered for Summer 2018 OR Fall 2018 classes in order to reside on campus.)
- Breakfast and lunch during orientation sessions
- Orientation Leader staff shirts and jacket
- Valuable leadership development opportunities including working as part of a team, public speaking, flexibility, thinking on your feet, and small group facilitation
- Connections with faculty, staff, and peers that often lead to other opportunities on campus
- Develop great friendships
- Possible opportunity to participate in year round social and professional activities through the orientation office

Terms of Employment:
- Ability to attend all training dates and required meetings (below)
- Abide by all University student conduct codes at all times including drug and alcohol policies
- Full preparation for, prompt attendance at, and complete participation in summer orientation sessions (dates below)
- Positive and effective responses to reasonable program needs, including setting up and cleaning up of program area
**2018 Required Dates for Orientation Leaders (subject to change):**

Below is a list of all required dates for 2018 including training, orientations, and ESB (opening weekend).

**Note about summer classes:** Orientation Leaders may only take summer session classes on Mondays and Wednesdays, since the majority of orientation dates are on Tuesdays, Thursdays, and Fridays. Any conflicts that occur between M/W classes and those few required days that fall on a M/W will be accommodated.

- Required Spring OL Events
  - *Days off may not be requested on these dates.
  - Friday April 20 & May 4 (4:00-8:00)
- Summer Training and Retreat Days
  - *Days off may not be requested on these dates.
  - May: 21, 22, 23, 24, 25, 29, 31
  - June: 5, 7, 8, 28, 29
  - July 14
  - August 16
- Orientation Prep Days: (Monday and Wednesdays, 10am-5pm) *Accommodations will be made for students taking Mon/Wed classes on these days.
  - May 30
  - June 1, 4
- **Orientation Part I:** Tuesday, Thursdays, & Fridays unless noted. (On these days, OLs work from 7:55am until the last student is registered.)
  - June: 12, 14, 15, 19, 21, 22, 26
  - July: 5, 10, 12, 13, 17, 19, 20, 24, 26, 27, 31
  - August 2, 3, 7, 14, 20-24
- **International Orientation:** (Times TBD)
  - Monday, August 20-Thursday, August 24 (Summer classes end August 18, so there is not a conflict with Mon/Wed class schedules during this week.)
- **Experience Stony Brook (Opening of School):** Friday, August 24 – Sunday, August 26 (times TBD)

**To apply:**
To be considered for the Orientation Leader position, please complete the application available at [https://stonybrookuniversity.co1.qualtrics.com/jfe/form/SV_5o2Oc3M0IJ17jFP](https://stonybrookuniversity.co1.qualtrics.com/jfe/form/SV_5o2Oc3M0IJ17jFP) no later than Monday, February 26, 2018 at 12pm (Noon).

Please note that the application will ask you for the following information, which you may wish to prepare before beginning the application:

**Personal statement:** Please write a statement that responds to the three questions listed below. Your statement should be a minimum of 500 words.

1. Why are you interested in the Orientation Leader position?
2. How would you define the responsibilities and characteristics of an Orientation Leader?
3. What previous experiences do you possess that make you a good Orientation Leader applicant?

**Resume:** Please attach a current resume that lists previous job experiences and extracurricular activities.

**References:** Please list the name, title, department/company, telephone number, and email of two individuals who will serve as professional references. Please be sure to alert the individuals you select to the fact that you are listing them as a reference. All references will be contacted via telephone prior to an offer of hiring.

- At least one reference must be a Stony Brook University faculty or professional staff member. (First semester transfer students may substitute a faculty or professional staff member from their previous institution.)
- Please note, although peer references from a student leader are welcomed and encouraged, only one of your references may be a student leader (i.e. Resident Assistant, Orientation Leader, Commuter Assistant).

**Questions?**
Contact the Orientation Office at 631.632.6710 or [OrientationLeader@stonybrook.edu](mailto:OrientationLeader@stonybrook.edu)