



New Spider Orientation Programs |Orientation Leader Position Description

Orientation Leaders serve as the highest tier of student leader for New Spider Orientation programming. This position is part of the overall student leadership team for these programs and includes supervising Orientation Advisors (OAs) and helping to implement both programs. This position also works to assist professional staff members in the selection and training of OAs.

General duties include:

- Participate in the recruitment and selection of orientation advisors (OAs) in the Spring semester
- Work cooperatively with the UR professional staff from the other Orientation Leaders to help train, prepare, and advise all OAs
- Speak in front of large and small groups of orientation advisors, families, and new students
- Other duties as assigned by professional staff

New Spider Orientation duties include:

- Work closely and collaboratively with the other student leaders of New Spider Orientation
- Supervise and respond, with the other student leaders, to the needs of OAs
- Provide general support and assistance to OAs, administrators involved in the planning, training and implementation of orientation, and new students and their families
- Coordinate, with the other student leaders and professional staff members, the behind-the-scene logistics for New Spider Orientation

Qualifications:

- Be a full-time student during the current and upcoming academic year (or have approval of the Dean of Richmond or Westhampton College to be part-time)
- Have previously served as an Orientation Advisor
- Have and maintain good academic standing
- Have abided by the Student Code of Conduct and abide by University policies and state laws
- Have and maintain good conduct with no outstanding conduct sanctions
- Have a 2.5 cumulative GPA

Remuneration:

- Around \$14 an hour (pay rate will slightly increase depending on years of service in the position)
- Receive housing throughout the duration of August training and orientation at no cost
- Receive all meals throughout the duration of August training and orientation at no cost
- Receive University gear including t-shirts, water bottles, and other items
- Gain invaluable leadership opportunities and professional development experience that looks great on a resume to potential employers
- Network with University of Richmond staff and fellow student leaders, as well as gain knowledge of campus resources and services

Time Commitment:

- Assist with OA recruitment preparation and activities upon hiring and in the Spring semester
- Re-occurring meetings throughout the spring semester (dates and times contingent team availability)

- Be part of the planning of and serve as peer instructions for the WELL 101 course for orientation advisors (weekly, the six weeks after spring break)
- Return to campus in early August for orientation leadership and orientation advisor training participation (dates can be found in application)
- Fully participate, as your primary responsibility, in your assigned pre-orientation responsibilities and New Spider Orientation programs

Please note that this position description and communicated remuneration are subject to change based on mode of delivery, changes to the academic calendar, and/or availability of resources. Changes will be communicated as soon as they are available.