

# Office of First Year Programs & Leadership Development

## Orientation Leader Selection 2025

### **Orientation Leader Training Dates (Subject to change):**

Wednesday, April 2<sup>nd</sup> 12:00pm – 2:00pm  
Tuesday, May 27<sup>th</sup> – Thursday, May 29<sup>th</sup>

### **Orientation Dates (Subject to change):**

Block 1: Friday, May 30<sup>th</sup> – Monday, June 2<sup>nd</sup>  
Block 2: Thursday, June 5<sup>th</sup> – Sunday, June 8<sup>th</sup>

**You must be available for all organizational meetings, training dates, and Orientation sessions you are scheduled to work.**

### **Job Description:**

Please see page 2.

### **Job Compensation:**

Orientation Leaders are provided room and board for all training days and for the duration of the Orientation program. In addition, Orientation Leaders are paid a bi-weekly stipend throughout the duration of the summer Orientation program.

### **Eligibility and Attributes:**

We are looking for students in good academic standing at the end of the 2024 Fall Semester who have not committed major violations of the Marist College Code of Conduct at any time as a student.

### **Student Profile:**

***The following information will be required when filling out the Orientation Leader Application found at <https://www.marist.edu/student-life/first-year-programs/ol-application>.***

**Position Interest:** Why are you seeking the Orientation Leader position? What do you hope to contribute to the Orientation Leader position?

**Education Background:** Describe your educational history, including high school experiences, as well as information about your collegiate career, thus far.

**Relevant Experience:** Indicate any relevant experiences that you have had that would contribute to your success as an Orientation Leader. Include membership and leadership positions in any clubs or organizations.

**Job Experience:** Provide us with any job experience you have had prior to this application. Indicate job responsibilities that you had that would be helpful to your position as an Orientation Leader.

**Special Skills:** Indicate any special skills that you have. These skills can be technological, artistic, or other.

**Awards:** Tell us about any awards/accolades you have received, along with an explanation of the context of the honor.

**References:** Provide the names of two people on campus who would be willing to speak on behalf of your abilities to be an Orientation Leader. At least one person must be a Marist faculty or staff member.

ONLY completed applications filled out ONLINE will be considered and eligible for interviews.

*Although NOT required, if you wish to submit additional information about yourself via other creative formats such as a YouTube video, a poster, a scrapbook, resume, etc. please do so digitally by emailing materials to [firstyearprograms@marist.edu](mailto:firstyearprograms@marist.edu).*

**By submitting an application, you agree to allow First Year Programs staff to check your academic and conduct records.**

**Application Due: Monday, February 10<sup>th</sup>.** Applications will be accepted until 5:00 pm that day.

**Job Description:** Student Orientation Leader (OL)

**Term:** At the discretion of the First Year Programs staff

**Role:** The Orientation Leader is expected to maintain a professional and respectful demeanor while presenting a positive and accurate image of Marist to all incoming students and their families in attendance at Orientation Programs. The Orientation Leader is expected to convey the underlying values of Marist and adhere to the goals set forth in the Mission Statement. Most importantly the Orientation Leader is here to help new students feel comfortable transitioning into the Marist community.

**Duties:**

- Participate in the training program prior to summer Orientation.
- Assist in all tasks required of the overall Orientation program.
- Serve as a resource for both parents and students – this includes providing correct information as well as having good communication skills when interacting with both students and parents in addition to faculty, staff, and administrators.
- Present yourself as a positive and knowledgeable member of the Marist community – this means answering questions, being polite and generally being helpful to each student and family member.
- Be comfortable interacting with parents and students individually, as well as being an active and productive member of a team.
- Guide a group of first-year students throughout the summer Orientation program.
- Facilitate the student activities throughout the program; develop a working relationship with your fellow Orientation Leaders; be attentive to the needs of the individual students in your group.
- Assist/guide parents throughout Orientation; answer questions that may arise; assist the First Year Programs staff and Student Orientation Coordinators with any additional needs throughout the program.
- Arrive on time to all events – including trainings, meetings, and Orientation sessions.
- Record videos as necessary for virtual Orientation sessions.
- Check-in regularly with FYP staff regarding job responsibilities.
- Complete all other duties as assigned.

**Necessary Skills:**

Flexibility  
Possessing good communication skills (both written and oral)  
Ability to take constructive criticism and be accountable for one's own actions  
Ability to work as an individual and as a team member  
Open-minded and sensitive to diversity and beliefs of others  
Positive and energetic

Note: All applicants' GPA and conduct records will be screened when applying for this position. Please see application for more details.