The Orientation Leader is a member of the Orientation staff who represents the many facets of Detroit Mercy. Orientation provides a crucial element to the success of each new student.

*Unfortunately due to training and position requirements you cannot serve as a Resident Advisor and an Orientation Director at the same time.*

**The Application Process**

The application is designed to inform us about your background and motivation for becoming an Orientation Leader. Please be clear and concise in your written responses.

One reference is required to help provide additional information about your qualification as an Orientation Leader. One reference should be someone that has worked with you and knows you well.

There will be a group interview process designed to assess each candidate’s communication, listening, cooperation, and team building skills. Group Interviews will be held in February.

There will be an individual interview focusing on the candidate’s interests, leadership styles, experiences, and qualifications for the position. The interviews will be held in March.

Selections and notifications are the last week of March.
Qualifications

An OL must be a currently enrolled undergraduate student at Detroit Mercy who has completed at least 12 credit hours and whose baccalaureate degree will not be completed prior to December 2020. OLs should be in good academic standing and good disciplinary standing. The First Year Experience staff is looking for individuals who represent the diversity of the Detroit Mercy community in their experience and interests. OL candidates should possess a variety of qualities, including (but not limited to):

- 2.5 grade point average.
- One letter of recommendation.
- No disciplinary sanctions.
- Full-time student.
- Effective communication skills
- Problem solving abilities
- Familiarity with Detroit Mercy resources, services, and degree units
- Energy and enthusiasm
- Pride in being an Detroit Mercy student
- A desire to work collaboratively with students, families, faculty, and staff
- Dedication and flexibility
- A willingness to learn

Job Description

Orientation Leaders (OLs) are undergraduate students who play an integral role in introducing new students to the Detroit Mercy serving as mentors and sharing their experiences as successful students. Throughout the summer, OLs assist our incoming students and their families in a variety of capacities, all to make the newest members of our community excited and prepared to come to UDM. OLs work in collaboration with other OLs, First Year Experience (FYE) professional staff, University Housing staff, academic advisors, and other University administrators to ensure that new students have a positive orientation experience.

Job Responsibilities

- Facilitate small group interaction with incoming students
- Serve as a positive representative of the Detroit Mercy while fostering a welcoming environment among its newest community members
- Acquaint new students with campus services and building locations
- Communicate essential information in a variety of public settings
- Assist with the preparation of Orientation materials and activities
- Attend and participate in all OL training sessions
- Maintain contacts with PTV group for the first six weeks of the semester
- Other duties as assigned
Expectations of the Orientation Leader Position

- Adhere to professional and ethical standards of conduct, which includes all University, local, state, and federal laws and regulations, in addition to program policies.
- The Orientation Leader will be expected to represent the college, including the Residence Halls, Greek Life, and the many other campus offices and resources, in a positive and unbiased manner, regardless of personal affiliations.
- Project him/herself as a role model who exemplifies strong academic decision-making and a balanced lifestyle to new students.
- Relate and interact well with students, parents, faculty, and staff.
- Conduct activities that educate new students about social, academic, and personal skills to increase new student success at Detroit Mercy.
- Help promote and develop positive relationships between new students, faculty, and staff.
- The Orientation Program is an alcohol-free program.
- Work as a responsible team member and remain flexible regarding working hours and conditions.

Time Commitments

- All Orientation Leaders hired are required to attend Spring Training, and PTV Training. You must keep in contact with your PTV Group for the first six weeks of the term. Required dates are listed below.
- You must participate in at least one SOAR.
- You must participate in PTV.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>February 15</td>
<td>Group Interviews</td>
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<tr>
<td>February 17- March 20</td>
<td>Individual Interview</td>
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<tr>
<td>April 27, 28</td>
<td>Spring Training</td>
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<tr>
<td>June 11,12</td>
<td>SOAR 1, check in – June 10</td>
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<td>June 18,19</td>
<td>SOAR 2, check in - June 17</td>
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<tr>
<td>July 9,10</td>
<td>SOAR 3, check in - July 8</td>
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<td>July 16,17</td>
<td>SOAR 4, check in - July 15</td>
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<tr>
<td>August 18 - 24</td>
<td>PTV Training</td>
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<td>August 25 – 28</td>
<td>PTV</td>
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Benefits of the Orientation Leader Position

- Stipends are $10.00 per hour for 18 hours for each SOAR and 45 hours for PTV
- If you are residential, you get to move in early for PTV Training.
- All meals and transportation for activities are provided for Spring Training, SOAR, PTV Training, and PTV.