



UNIVERSITY OF DALLAS

Office of Student Life

NEW STUDENT ORIENTATION ORIENTATION LEADER APPLICATION

Thank you for your interest in the 2012-2013 Orientation Leader position. New Student Orientation, referred to as NSO, will be from August 24- August 28, 2012 with Orientation Leader training beginning the morning of the 22nd. Orientation Leaders must be available for the entire seven days.

Approximately 350-400 students and their families are expected to participate in the Fall 2012 NSO program. Our orientation program has a significant impact on our new students' experience at the University of Dallas. An Orientation Leader is the reason for the program's success because you are the first to welcome and interact with our new students. This is why the selection process is a vital aspect of the program.

There are several **key benefits** to the OL position:

- Interacting with university administrators, faculty, and staff
- Learning important interpersonal skills while gaining professional experiences
- Creating networking opportunities
- Augmenting your résumé
- Improving presentation and time management skills
- Working with peers in a positive, friendly environment
- Opportunity to share your passion for UD with new students
- Acquiring leadership skills through guest speakers and workshops during OL training
- Building self-confidence
- Is a stepping stone to future leadership opportunities on campus (SPUD, SG, tour guides, etc)

Before submitting your application, please read the attached job description carefully. Applications must be submitted to online no later than **Friday, February 17, 2012**. Should you have any questions, you may contact the Renee Talamantez, Director of Student Activities, at rtalamantez@udallas.edu or Brooke Dailey, Assistant Vice President of Admission, at bdailey@udallas.edu.

Orientation Leader Application and Interview Timeline

January 17, 2012	Applications Available
January 26, 2012 8pm in the SALC	Orientation Leader Informational Session
February 17, 2012	Application & Reference Form Due
February 20-29, 2012	Applicants selected & interviewed if necessary
March 2, 2012	Selected Orientation Leaders notified
March 12, 2012	Position Acceptance due

Applications may be submitted online:

www.udallas.edu/fillform/2470

If you need a special accommodation to fully participate in this Orientation Leader program, please contact the Student Activities & Leadership Center at 972-721-5294, before Application Due Date.

ORIENTATION LEADER JOB DESCRIPTION

An Orientation Leader has three main responsibilities during NSO. First, the Orientation Leader is the front line representative of the University of Dallas Orientation Program. Each Orientation Leader will greet, interact with, and check-in students and their families, as well as be responsible for a group of 12-15 new students. Second, the Orientation Leader supports the logistics that make Orientation a success. This includes set-up and break down for various events throughout Orientation week. Finally, the Orientation Leader serves as a guide for new students and parents, assisting whenever possible and providing information to make the transition to UD a successful one.

Prior to NSO, Orientation Leaders will work with committees on special projects and events for NSO and communicate with your Orientation Leader small group partner. Orientation Leaders also communicate with the new students in their small group over the summer. Orientation Leaders are required to attend training. In training, OLs will assist with set up and preparations for NSO (name tags, packets, signage, etc.), get to know the other OLs, especially your small group partner, and plan your small group meetings and follow up meeting after NSO.

Benefits: The Orientation Leader position is a VOLUNTEER position. **All meals** during training and NSO will be provided and all OLs will receive a **t-shirt**. Additionally, on-campus residents will be allowed to **move in early** (August 21, 2012). Serving in this role is an **incredible resume booster** and will allow you to get to know **key staff** on campus, which can in turn provide **valuable references** for you in the future. This position will also qualify you for a **one hour internship credit** through Career Services.

DESIRED ORIENTATION LEADER ATTRIBUTES & ABILITIES

- Ability to address diverse groups of people
- Is team oriented
- Is discrete/uses good judgment
- Is positive – even early in the morning!
- Possesses great interpersonal skills
- Has excellent communication skills
- Demonstrates leadership
- Is flexible
- Shows initiative/is self-directed
- Possesses a “Can Do!” attitude

Most importantly, LOVES UD!

QUALIFICATIONS & REQUIREMENTS

- Must be a registered undergraduate student at the University of Dallas and in good academic standing.
- Must have a good standing with the Office of Student Life and support the mission of the University.
- Completed at least one semester at UD by Fall 2012.
- Demonstrated involvement in campus organizations and/or has knowledge of University policies, procedures, and programs.
- Attend Orientation Leader training on August 22-23, 2012.
- Commitment to Fall New Student Orientation, Aug. 24- 28, 2012.