



2021 ORIENTATION LEADER INFORMATION

ORIENTATION LEADER POSITION DESCRIPTION

Orientation Leaders (OLs) play a vital role in the Student Orientation, Advising, and Registration (SOAR) day(s) along with New Student Days. During SOAR, OLs will greet new students and their families, participate in informational sessions, conduct campus tours, answer questions related to attending Morehead State University, and other duties to assist the staff in the Office of First Year Programs.

POSITION REQUIREMENTS

- Attend mandatory training sessions—Early April (tentative)
- Attend all SOAR programs: April 15, 16, May 24, 25, June 11, 12 and July 13 and 14
- Serve as a role model for incoming students.
- Provide incoming students and their families with excellent customer service.
- Behave professionally and maintain a well-groomed appearance at all times.
- Acquaint new students and their families with academic support services, educational opportunities, policies and procedures and campus services and resources.
- Engage with new students, as well as family members/guests of new students, in a professional and positive manner.
- Answer questions about the University to the best of your ability.
- Adhere to ALL University policies and procedures according to the Eagle Student Handbook.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

To be eligible for consideration, applicants must:

- Be in good social standing with MSU.
- Have a cumulative GPA of 2.50 or higher after the Fall 2020 semester.
- Be available to attend mandatory trainings and all SOAR programs.
- High energy level and enthusiasm.
- Exhibit knowledge of first year student issues.
- Exhibit leadership abilities.
- Exhibit a commitment to Morehead State University and its mission.
- Adhere to a strong code of ethics.
- Exhibit strong verbal and written communication skills.
- Be able to handle stressful situations.
- Be able to work with a diverse group of people including students, parents, faculty, and professional staff.

TERMS AND CONDITIONS OF EMPLOYMENT

- **Academic and Social Standing:** Orientation Leaders must remain in good academic and social standing during the 2021 spring semester. Orientation Leaders must be full-time students in the spring 2021 and fall 2021 semesters.
- **Training:** Orientation Leaders must attend all training sessions.
- **SOAR Programs:** Orientation Leaders are required to attend all SOAR programs. The 2021 SOAR programs are scheduled for April 15, 16, May 24, 25, June 11, 12 and July 13 and 14. During the April programs, your course schedule will be accommodated.
- **New Student Days:** Orientation Leaders have the option of working during New Student Days.
- **Compensation and Benefits:**
 - \$12.00 per hour, subject to required payroll deductions
 - Continental breakfast and lunch voucher for each SOAR program
 - Orientation Leader polo and jacket
 - On-campus housing is available at no cost during the summer upon request

ORIENTATION LEADER SELECTION PROCESS AND TIMELINE

Step 1: Review the Orientation Leader position description, requirements and qualifications.

Step 2: Complete the online application by Friday, February 19 at 4:30 p.m.

Step 3: If you meet the minimum qualifications and your application is complete including a completed reference form, you will receive an email with a link to schedule a group interview. Virtual group interviews will be held February 22 & 24.

Step 4: Students selected for individual interviews will receive an email a link to schedule an individual interview. Virtual individual interviews will be held March 1 & 2. Dress for interviews is business casual.

Step 5: Orientation Leader selections will be finalized by Friday, March 5th. All interviewed candidates will be notified of the decision via email.