



University of Michigan • Office of New Student Programs

Orientation Leader Application Information

2010

Information Sessions:

ONSP staff and past orientation leaders will facilitate mass meetings about the position at the following times and locations:

Wednesday, November 18

7 p.m. Michigan League
Kalamazoo Room

Tuesday, January 12

7 p.m. Pierpont Commons
Boulevard Room

Wednesday, January 20

7 p.m. Michigan Union
Anderson ABC

"I thought that the mass meeting was extremely helpful, and gave me an idea of what to expect from both the selection process and the job,"

*Meghan Haigh, Student
Orientation Leader '07*

The Orientation Leader position:

The Office of New Student Programs employs enthusiastic and resourceful students representative of our diverse undergraduate population as orientation leaders to assist with summer new student and parent orientation. For duties, expectations, and employment conditions of parent and student leaders, please see the attached position descriptions and general information below.

Parent Leader Duties

Each leader will be assigned to 16 or 17 parent sessions during the summer program. The average group consists of approximately 100-200 parents for whom the leader is responsible in cooperation with 2 co-leaders.

Advance preparation for each group includes: team planning, assembling informational materials, establishing meeting agendas, checking room set up, performing assigned office work, etc.

Major job responsibilities include facilitating: program check-in, a walking tour, informational meetings, escorting parents to and leading discussions of University offices/services, etc. Leaders are expected to actively engage with parents and provide overall support to make each program a success in accordance with the ONSP goals and mission.

Student Leader Duties

Each leader will be assigned to 8 or 9 freshman sessions during the summer program. Each leader will work with 4 other leaders and as a team, will be responsible for approximately 175-190 students per session.

Advance preparation for each group includes: team planning meetings, stuffing folders, making door tags, establishing meeting agendas, assembling registration materials, setting up meeting rooms, residence hall preparation, etc.

Major job responsibilities include facilitating: early arrivals, program check-in, informational meetings, a walking tour, planned social activities, evening supervision, registration, etc. Leaders are expected to actively engage with students and provide overall support to make each program a success in accordance with the ONSP goals and mission.

Conditions of employment:

Qualifications: Leaders must be undergraduate students at the University of Michigan and are required to have been enrolled during the in the fall and winter terms prior to their employment and to have been in good academic and judicial standing for both terms. OLs should be able to assume leadership roles and complete all assigned tasks. Positive representation of the University of Michigan is required. Commitment to serving students, parents, and other University staff; including diverse populations, and a customer service philosophy are necessary. Previous experience in a team or community living environment is helpful, but not required.

Time commitment: Orientation leaders are required to attend all training sessions and staff meetings. Orientation leaders may not have other time commitments during assigned summer orientation program sessions (3-4 days/week), however many leaders have outside employment or engage in independent research on their days off, with your orientation schedule taking precedence over outside employment. It is not possible for orientation leaders to be enrolled in spring or summer term classes at the University of Michigan. All selected leaders will be given a schedule of expected coverage in advance so that you may plan personal time accordingly. **Training begins during the winter 2010 semester:**

Winter training

Saturday, March 13
10 a.m. – 7 p.m.

Wednesdays,
March 17 & April 7
5-9 p.m.

Winter training consists of a Saturday retreat and two Wednesday evening sessions during the winter 2009 semester between March 13 and April 7. Meals will be provided during the training sessions. Times and locations will be provided with the offer of a position.

These sessions will concentrate on team building; introduction of basic expectations, policies, and procedures; developing a working knowledge of campus resources; and orientation program planning.

Summer training

May 24-28,
& June 1-4

Summer training will include all-day sessions about academic resources, communication and public speaking, procedures and regulations relevant to resident advisor functions, working with other orientation staff, an orientation program run-through, and final orientation preparation.

Contract: Each orientation leader will be required to sign a contract and adhere to the following guidelines:

- Be punctual, reliable, and conscientious in the performance of all responsibilities.
- Submit an end-of-summer evaluative report.
- Must live in the assigned residence hall for the duration of summer orientation beginning with summer training and ending with the close of the orientation program.
- May not be enrolled in any spring or summer session courses. Independent study/research permitted with supervisor permission.
- May not have an outside job during the summer or pre-conference training. Employment on days off during summer program is permitted with supervisor permission.
- Must follow all state/local laws and University policies regarding alcohol and other drug use. Must not consume alcohol when on-call.
- Must adhere to and enforce the University's rules and regulations, especially those stated for residence halls.

Remuneration:

Each leader will receive approximately \$2,825 (subject to state and federal taxes): leaders are paid an \$8.25/hour wage during training sessions and (optional) additional transfer orientation programs, and a \$2,700 stipend during the summer orientation program, paid biweekly. Housing is provided from May 3 to August 9, 2010. Board will begin at the start of orientation leader training on May 24, 2010, and conclude with the end of the orientation program. Staff shirts and access to many University services will be provided. Leaders will gain improved communication, public speaking, and teamwork skills, along with the satisfaction of representing U of M.

Application process:

The *written application* (attached) is designed to better inform us about your personal background, work history, academic pursuits, and interest & motivation for becoming an Orientation Leader. Please be clear and concise in your written responses. Applications must be submitted to the Office of New Student Programs, 1100 LSA Building, no later than 5 p.m. on Monday, January 26, 2010.

The *group interview process* (Saturday, January 30 or Tuesday, February 2, 2010) is designed to assess each candidate's communication and listening skills, flexibility, maturity, cooperation, responsibility, self-initiative, and leadership style in a diverse team environment. Group interviews are often an educational and enlightening experience for the applicants.

The *individual interview* (pending invitation) focuses on the candidate's interests and experiences at the University and qualifications relating to the position. Those selected for an individual interview will be asked to submit two references. Reference forms will be provided. These references should be solicited from former or present employers and/or UM faculty or staff. No decisions will be made on any applicant until all interviews have been completed. Staffing decisions will be made by February 25, 2010.

Interview tips:

We are looking for reliable, enthusiastic, and resourceful students who take pride in the University of Michigan and can represent our campus appropriately to new students and their families. Students who can demonstrate a connection with the campus community, represent themselves well, and show a commitment to teamwork will be prime candidates for an orientation leader position.

Additionally, common interview skills such as timeliness, excellent verbal and written communication, understanding of the position, and the ability to express personal goals are helpful. You are encouraged to ask any questions you may have to orientation staff members prior to, during, or after the interview. Wear comfortable, casual clothing to your group interview and more traditional interview attire to your individual interview.

References:

Those selected for an individual interview will be asked to submit two references at that time. Reference forms will be provided when invited. These references should be solicited from former or present employers and/or UM faculty or staff. You may wish to ask people to serve as a reference for you early in the selection process, and then follow up and provide the reference forms later when invited to the individual interview. This will provide your references ample time to compose their comments and submit the reference in time to be considered as part of your application.

For more information:

For more information about orientation or the OL positions, please contact James Rocker in the Office of New Student Programs, 764-6413, e-mail onsp@umich.edu, or send an instant message to ONSPinfo

Application planner:

- Attend a mass meeting for more information
- Submit your application to ONSP
- Schedule a group interview
- Have all of your questions about the position answered

Important dates:

Wednesday, November 18

Information Session - 7 p.m.
Michigan League
Kalamazoo Room

Tuesday, January 12

Information Session - 7 p.m.
Pierpont Commons
Boulevard Room

Wednesday, January 20

Information Session - 7 p.m.
Michigan Union
Anderson ABC

Monday, January 25

Applications due

Saturday, January 30

Group process – Michigan
Union Kuenzel Room

Tuesday, February 2

Group process – Palmer
Commons Great Lakes Room

Thursday, February 4

Status letters out

February 5-22

Individual interviews

Monday, February 22

References due

Thursday, February 25

Offers made

Tuesday, March 9

Decision deadline

Saturday, March 13
Wednesdays, March 17 &
April 7

Training sessions

Other positions:

Summer Employment

The Office of New Student Programs has three other options for summer employment:



Information and Referral Assistants assist with the orientation reservation process and serve as the Office of New Student Program's front desk staff, assisting new students and their families by phone and e-mail requests. IRAs work 40 hours per week during the summer, and begin training by work shadowing in the winter semester part-time. The wage is \$8.50/hour.

Mentorship Project Managers assist the University Mentorship Program Michigan Learning Community by reviewing applications, matching mentorship groups, and planning fall activities. Project Managers work 15-20 hours per week during the summer. The wage is \$9.50/hour. Past experience with the Mentorship Program as a participant, peer mentor, or communication coordinator is preferred, but not required.



university of michigan
educational theatre company

Educational Theatre Company cast & crew members assist in the development and production of a 33-show repertory theatre performance for summer orientation. The production conveys University of Michigan student life information to new students, informing new students about campus resources and services. Auditions are held in the winter semester, with employment March-August (approximately 12 hours/week). The wage is based on experience, beginning at \$8.25/hour.

Academic Year Employment

The Office of New Student Programs also selects students to serve in fall orientation leader, international orientation leader, and academic year information and referral assistant positions. These positions are available to both summer orientation leaders and students who are exclusively interested in these positions.

For More Information

If you are interested in these positions, please keep in contact with our office or check our website (http://www.onsp.umich.edu/current_students/opportunities.html). The time commitment and remuneration is very different for each of these positions.

"For people who are thinking of applying for an orientation leader position, I would say that it is important that you are able to visualize yourself in the leader position, and think about all the elements that you would be performing for this job so that you can feel comfortable and confident as you go through the interview process."
- Juliana Lew, Student Orientation Leader '07



Student Orientation Leader Job Description

Student orientation leaders are members of the Office of New Student Programs student staff and report to an Assistant Director. The orientation leader is responsible for the successful preparation of students and parents for each new student's academic career at Michigan, and is expected to complete job responsibilities to make each program a success. In all activities, the orientation leader recognizes that service to students is a top priority.

Job Responsibilities

- I. Student Contact and Leadership
 - a. Leaders are required to live in the orientation residence hall, maintain order in the hall and enforce policies.
 - b. On-duty leaders may not drink any alcoholic beverages or use any other drugs that may diminish alertness or effectiveness. Off-duty leaders may not use, or be under the influence of, alcohol and other drugs in the presence of any orientation students or parents in the orientation program.
 - c. Leaders must maintain high personal standards in behavior, appearance, and attitude. They are also expected to demonstrate professional and appropriate relationships with students, parents, and other staff members during the programs.
 - d. Leaders will represent University services, academics, organizations, etc., as part of the total University experience in an accurate and unbiased manner, and may provide individual counseling to students.
- II. Programmatic Support
 - a. Work in teams of five to facilitate orientation for 8-9 groups of approximately 175-190 new students over the summer orientation period. Groups may include first-year, transfer, and/or summer half term students.
 - b. Prepare for orientation sessions by: attending team planning meetings, stuffing folders, making door tags, establishing meeting agendas, assembling registration materials, setting up facilities, decorating floor bulletin boards, etc.
 - c. Conduct check-in, hold information sessions, lead walking tours, escort students to programs, and facilitate evening activities during orientation sessions.
 - d. Develop a cooperative relationship and facilitate ongoing communication with residence life staff in the orientation hall.
- III. Administrative
 - a. Job requirements also include other duties listed in the leader manual or as assigned by orientation staff.
 - b. Leaders are required to submit an end of summer evaluative report.
 - c. Teams will also do prep work for other orientation programs (transfer, fall, international, and other pre-term programs).

Terms and Conditions of Appointment

- I. Time Commitment
 - a. The orientation leader position has a very demanding schedule during the summer orientation program, June 6 to August 6, 2010.
 - b. Leaders are required to be punctual, reliable, and conscientious in the performance of all responsibilities.
 - c. Leaders are required to attend all training sessions (including winter pre-service sessions), staff and supervisory meetings, and post-session debriefings. Absences must be excused prior to the event by the supervisor.
 - d. All other time commitments must be negotiated in advance with the supervisor. Leaders may not hold outside employment for the duration of his/her appointment or take spring or summer classes unless an exception has been discussed in advance with the supervisor.
- II. Academic Standards
 - a. Leaders are required to have been enrolled in the fall and winter terms prior to their employment (with the exception of early graduation) and to have been in good academic and judicial standing for both terms.
- III. Remuneration
 - a. Leaders receive a \$2700 stipend and are paid \$8.25/hour for winter training and additional work (i.e. residence hall duty, additional transfer orientation programs).
 - b. Housing is provided from May 3 to August 9, 2010. Board will begin at the start of orientation leader training in May and conclude with the end of the summer orientation program.
 - c. Leaders will receive additional non-compensatory benefits throughout the appointment term, including access to University services, etc.
 - d. Leaders will improve communication, public speaking, and teamwork skills.
- IV. Termination

The Office of New Student Programs may dock pay, place a staff member on probation, or terminate employment under the following circumstances:

 - a. Failure of a staff member to carry out responsibilities and/or terms and conditions of his/her employment.
 - b. On-campus or off-campus conduct deemed inappropriate for a University staff member, which includes violations of University Housing or Orientation policies, the Statement of Student Rights and Responsibilities, and/or other University policies.
 - c. Funding for the position becomes unavailable.

NOTE: The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.



Parent Orientation Leader Job Description

The orientation leader is a member of the Office of New Student Programs student staff and reports to the Assistant Director for Transfer Orientation and Parent Programs. The orientation leader is responsible for the successful preparation of students and parents for each new student's academic career at Michigan and is expected to provide overall support to make each program a success. In all activities, the orientation leader recognizes that service to students is a top priority.

Job Responsibilities

- I. Participant Contact and Leadership
 - a. Leaders are required to live in the orientation residence hall.
 - b. On-duty leaders may not drink any alcoholic beverages or use any other drugs that may diminish alertness or effectiveness. Off-duty leaders may not use, or be under the influence of, alcohol and other drugs in the presence of any orientation students or parents in the orientation program.
 - c. Leaders must maintain high personal standards in behavior, appearance, and attitude. They are also expected to demonstrate professional and appropriate relationships with students, parents, and other staff members during the programs.
 - d. Leaders will represent University services, academics, organizations, etc., as part of the total University experience in an accurate and unbiased manner, and may provide individual counseling to parents.
- II. Programmatic Support
 - a. Work in teams of three to facilitate orientation for 16-17 groups of approximately 100 parents over the summer orientation period. Groups may range from 100-200 parents, and extra support will be given for larger groups.
 - b. Prepare for orientation sessions by: attending team planning meetings, stuffing folders, establishing meeting agendas, assembling registration materials, setting up facilities, checking group lists, etc.
 - c. Conduct check-in, hold information sessions, lead walking tours, escort parents to programs, and facilitate discussions about University programs and services during orientation sessions.
 - d. Develop a cooperative relationship and facilitate ongoing communication with residence life staff in the orientation hall, and representatives from other University offices participating in the Parent Orientation program.
- III. Administrative
 - a. Job requirements also include other duties listed in the leader manual or as assigned by orientation staff.
 - b. Leaders are required to submit an end of summer evaluative report.
 - c. Complete 2-3 hours of prep work for each program.

Terms and Conditions of Appointment

- I. Time Commitment
 - a. The orientation leader position has a very demanding schedule during the summer orientation program, June 6 to August 6, 2010.
 - b. Leaders are required to be punctual, reliable, and conscientious in the performance of all responsibilities.
 - c. Leaders are required to attend all training sessions (including winter pre-service sessions), staff and supervisory meetings, and post-session debriefings. Absences must be excused prior to the event by the supervisor.
 - d. All other time commitments must be negotiated in advance with the supervisor. Leaders may not hold outside employment for the duration of his/her appointment or take spring or summer classes unless an exception has been discussed in advance with the supervisor.
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 - a. Leaders are required to have been enrolled in the fall and winter terms prior to their employment (with the exception of early graduation) and to have been in good academic and judicial standing for both terms.
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 - a. Leaders receive a \$2700 stipend and are paid \$8.25/hour for all training and additional work (i.e. residence hall duty, additional transfer orientation programs).
 - b. Housing is provided from May 3 to August 9, 2010. Board will begin at the start of orientation leader training in May and conclude with the end of the summer orientation program.
 - c. Leaders will receive additional non-compensatory benefits throughout the appointment term, including access to University services, etc.
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 - a. Failure of a staff member to carry out responsibilities and/or terms and conditions of his/her employment.
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 - c. Funding for the position becomes unavailable.

NOTE: The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.



Orientation Leader Application 2010

Office of New Student Programs
 1100 LSA Building
 Ann Arbor, MI 48109-1382
 (734) 764-6413/onsp@umich.edu

Please check all positions you are applying for:

- Summer Parent Orientation Leader
- Summer Student Orientation Leader

Please type or print clearly in ink. You may choose to reproduce this form electronically or attach additional sheets as necessary. Return to ONSP by 5 p.m. Monday, January 25.

Personal Information	Name:	UMID #:
	E-mail Address:	
	Campus/local address:	
	Street:	
	City, State ZIP:	<input type="radio"/> Home <input type="radio"/> Cell Phone #:
	Permanent/summer address:	
	I am a/an: <input type="radio"/> Michigan resident/in-state student <input type="radio"/> Out-of-state student	
Education	Street:	
	City, State ZIP:	<input type="radio"/> Home <input type="radio"/> Cell Phone #:
	Academic Unit:	Michigan Learning Communities:
	<input type="checkbox"/> Architecture & Urban Planning	Adelia Cheever Program (<input type="radio"/> current <input type="radio"/> past)
	<input type="checkbox"/> Art & Design	Comprehensive Studies Program (<input type="radio"/> current <input type="radio"/> past)
	<input type="checkbox"/> Ross School of Business	Health Sciences Scholars Program (<input type="radio"/> current <input type="radio"/> past)
	<input type="checkbox"/> Comprehensive Studies Program	Honors Program (<input type="radio"/> current <input type="radio"/> past)
	<input type="checkbox"/> Dental Hygiene	Max Kade German Residence Program (<input type="radio"/> current <input type="radio"/> past)
	<input type="checkbox"/> Education	Michigan Community Scholars Program (<input type="radio"/> current <input type="radio"/> past)
	<input type="checkbox"/> College of Engineering	Michigan Research Community (<input type="radio"/> current <input type="radio"/> past)
<input type="checkbox"/> Program in the Environment	Lloyd Hall Scholars Program (<input type="radio"/> current <input type="radio"/> past)	
<input type="checkbox"/> Honors Program	Residential College (<input type="radio"/> current <input type="radio"/> past)	
<input type="checkbox"/> School of Kinesiology	Women In Science and Engineering Residence Program (<input type="radio"/> current <input type="radio"/> past)	
<input type="checkbox"/> Literature, Science, and the Arts	University Mentorship Program (<input type="radio"/> current <input type="radio"/> past)	
<input type="checkbox"/> School of Music, Theatre & Dance	Undergraduate Research Opportunity Program (<input type="radio"/> current <input type="radio"/> past)	
<input type="checkbox"/> School of Nursing		
<input type="checkbox"/> College of Pharmacy		
<input type="checkbox"/> Ford School of Public Policy		
<input type="checkbox"/> Residential College		
Major/Concentration:		
Current academic year: <input type="radio"/> Freshman <input type="radio"/> Sophomore <input type="radio"/> Junior <input type="radio"/> Senior - <input type="checkbox"/> I will be graduating in May, 2010		
<input type="checkbox"/> I am a transfer student - other College(s)/Universities attended:		
Dates attended:	Program of study:	
High School(s) attended:		
City, State:	Graduation date:	

Continues on back →

UM Involvement	Residence Halls lived in: <input type="checkbox"/> Alice Lloyd Hall <input type="checkbox"/> Baits I & II Houses <input type="checkbox"/> Betsy Barbour House <input type="checkbox"/> Bursley Hall <input type="checkbox"/> Cambridge House <input type="checkbox"/> Couzens Hall <input type="checkbox"/> East Quadrangle <input type="checkbox"/> Fletcher Hall <input type="checkbox"/> Henderson House <input type="checkbox"/> Helen Newberry House <input type="checkbox"/> Lawyers Club <input type="checkbox"/> Martha Cook Building <input type="checkbox"/> Mary Markley Hall <input type="checkbox"/> Mosher-Jordan Hall <input type="checkbox"/> Northwood III Apartments <input type="checkbox"/> Oxford Housing <input type="checkbox"/> South Quadrangle <input type="checkbox"/> Stockwell Hall <input type="checkbox"/> West Quadrangle	Campus/organization involvement & employment: (Attach résumé or additional pages as necessary)
	<p>*Statement on demographic information: <i>This information is completely optional.</i> Any information you self-disclose will be used for statistical purposes to track who is applying for positions and to determine how we can better market our positions to historically underrepresented groups. We desire a diverse applicant pool and strive to group diverse team members together to best serve all students.</p>	
Demographic Information *	Gender: I consider myself a member of this/these racial/ethnic group(s): (check all that apply) <input type="checkbox"/> African American/Black <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Other:	Age: Other personal characteristics: (check all that apply) <input type="checkbox"/> I am differently abled <input type="checkbox"/> First person in my family to attend college <input type="checkbox"/> Gay/Lesbian/Bisexual/Transgender <input type="checkbox"/> International student <input type="checkbox"/> Transfer student <input type="checkbox"/> Veteran <input type="checkbox"/> Other:

Application questions

Please answer the following on an attached sheet of paper:

1. Please list any time commitments for this summer that you are already aware of (i.e. classes, work, vacation, other activities). *If you have none, please respond as such (i.e. "none" or "Not applicable").*
2. Generally, a 2.5 GPA and no residence life or OSCR offenses are necessary to be selected as an orientation leader. Please explain your academic or judicial record(s) if necessary for an exception to this requirement *(If you meet expectations, please respond as such, i.e. "I meet requirements" or "no issues").*

Information verification

I certify that my answers are true and complete and I give the Office of New Student Programs permission to verify my academic and judicial standing as well as other any information included in this application. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature (required)

Date