

JUNE 2008 FIRST YEAR ORIENTATION LEADER (OL) - JOB DESCRIPTION

The UNH Orientation Program assists incoming first year students and their families with their transition to the University. Serving as an Orientation Leader (OL) is an opportunity to develop leadership skills and have fun, too. Orientation leaders must be enrolled in an undergraduate degree program at UNH on hiring. Applicants must have been first year students at UNH and be in good academic (2.5 Cum. GPA, preferred) and social (no conduct serious sanctions and/or arrests) standing.

Responsibilities include:

- Being responsible for a floor of on the average 30 new first year students during each session
- Sharing the University's academic and social expectations
- Knowing University resources, important to new students and their families
- Reaching out to first years and their parents and helping them anticipate the changes ahead
- Planning presentations and speaking to groups of freshmen and their parents
- Performing specific tasks such as giving directions, making signs and posters, giving campus tours, running errands, greeting people, staffing check-in, etc.
- Assisting students with academic advising and registration
- Working to improve the program throughout the month.

Orientation leaders are expected to

- Attend all staff meetings and training sessions:
 - First Meeting: TBA**
 - Staff Retreat: Dinner on March 29 and retreat March 30- 31**
 - Staff Training Week: May 25 – June 21, inc. Memorial Day**
- Participate in the program on a fulltime basis **from Sunday, May 25 (staff move-in) until Saturday, June 21 (staff move-out)**. During this period, you may not hold another job nor attend summer school.

Note: While living on campus for June Orientation, you are subject to all University's rules. In addition, use and/or possession of alcohol or any prohibited drug in the residence hall and at anytime time during orientation sessions will result in immediate dismissal and forfeiture of pay.

Salary for this position is \$800 plus free room and board from May 25 until June 21. Staff, collectively, will have a food allowance at Durham Market Place for meals on weekends when the dining hall will be closed.

Applications due: February 14, 2008

For information: First Year Programs/ Orientation

Hood 111 862-3488 First.Year@unh.edu