



## Orientation Leader

### SUMMARY:

The First Year Experience at HWS empowers all students to develop skills and habits that will enable them to engage in academic excellence, demonstrate personal well-being, and actively contribute to an equitable community.

During their first-year, students will find belonging at the Colleges:

- Students will gain the ability to self-reflect about their motivations, behavior, strengths, and challenges, and use this reflection to plan for the future.
- Students will learn to appreciate and engage with difference and complexity in their communities.
- Students will establish a sense of belonging at HWS through connections with their cohort peers, upper-class mentors, staff, faculty and Geneva community members.

During the first-year, student will engage their resources at the Colleges:

- Students will be aware of the offices, services, and individuals on campus that are available to support them as they take action to realize their academic and personal goals.
- Students will engage in specific conversation with key offices and individuals on campus.
- Students will develop a list of their own resources on campus (that work best for them and to whom they can refer when they do need assistance at a future time).

### OVERVIEW:

Orientation Leaders work directly with Student Engagement, Orientation Coordinators and campus collaborators to help new students, family and friends realize a smooth transition to the Hobart and William Smith community. OLs are responsible for specific aspects of the program such as social media, event planning, spirit, orientation central, community service, etc. O-Team members will facilitate new student outreach coordinated by Student Engagement during the first 3 weeks of the semester. O-Team will assist with providing on-going support, encouragement, and resources to new students. Some examples include sending emails and text messages, bringing new students to Involvement Expo, meeting for a meal on campus, and attending a campus event together. This continued outreach helps to ensure a smooth transition to the academic year and campus life.

### QUALIFICATIONS:

- 2.5 cumulative GPA or better and in good academic & social standing
- Strong record of reliability, honesty, & trust
- Campus leadership, student work-study/research or other campus experience preferred
- Knowledge of & commitment to the Orientation Program goals
- Positive attitude & demonstrated ability to motivate others
- Strong interpersonal & communication skills
- Ability to work effectively with diverse team members, including students & administrators
- Demonstrate flexibility, responsibility, & willingness to assist others

### RESPONSIBILITIES:

- Arrive on-time and actively participate in all OL/OM trainings, meetings, & assigned duties
- Serve as a leader & role model for the Orientation Mentors
- Assist with all program planning & logistics as assigned to your leadership role
- Work cooperatively with the other Orientation Leaders, Orientation Mentors, & Orientation Coordinators
- Serve as a role model in terms of academic, social, & ethical behavior
- Ensure accurate information is disseminated properly to new students & families
- Encourage new students to attend all required activities during their first semester
- Attend meetings with Orientation Coordinators
- Facilitate activities as assigned by the Orientation Coordinators

**SUPERVISOR:** Kristen Tapscott, Associate Dean of Student Engagement

**OTHER INFORMATION:** Compensation includes a \$900 stipend for completing all training, orientation week responsibilities, and continued support initiatives during the first 3 weeks of the semester. Ability to move into academic year on-campus housing prior to the start of O-Team training. All meals provided during training and Orientation week.