



### **Application Process**

**Please read all of the Orientation Leader information. Before applying, make sure that you have a thorough understanding of the position and its requirements. In order to provide you more information about the position listed in this form, as well as to answer any questions that you might have about the job and/or the application and selection processes, please stop by the Office of New Student Programs, located in the lower level of Adams Library (inside of OASIS), or call (401) 456-8074 to speak with Mike Fox, Director of of New Student Programs. Applications are due by 5 p.m. on Monday, November 5th 2018.17**

### **Selection Process**

The selection process has FIVE steps:

1. Complete this online application available below. Complete the Orientation Leader application online by Monday, November 5th 2018.
2. Check in with your two recommendations for the position to make sure that they send their recommendation forms in by Friday, November 17th 2017. Recommendations must be completed online. The form can be found here:<https://goo.gl/forms/RhTvWCV8cBlAkedg2>. If you have trouble finding the form, please visit [contact mfox@ric.edu](mailto:mfox@ric.edu).
3. Sign up for a mandatory individual interview. The time slots for interviews go until November 30th 2018.
4. Sign up for one of the Group Interview sessions (found in this application). Group interviews will take place on: Friday, November 16th or Sunday, November 18th. The group process session is an opportunity for the selection team to gauge your ability to work with others.
5. The New Student Programs staff will conduct both a Judicial and Academic (candidates must have a GPA of 2.7 or higher) check to make sure that each candidate is in good standing with the College. Notification Process Applicants will be informed of the decision on their candidacy by Friday, December 7th. Applicants will be notified in writing and notices will be emailed to your campus email address. PLEASE NOTE: Academic status and judicial standing will be checked before the decision-making process is complete. Applicants who have been offered an Orientation Leader position for the 2019 academic year will have until Wednesday, December 12th to inform the New Student Programs staff about their decision to accept their offer.

**Following acceptance of the OL position, all Orientation Leaders for the 2019 academic year will be expected to attend spring training sessions and group activities during the spring semester.**

***All Orientation Leaders must make orientation a priority for all training sessions and orientation sessions.***



**What is an Orientation Leader:**

- Orientation Leaders serve as group leaders, contacts between various departments, registration assistants, peer educators and positive role models.
- Orientation Leaders participate in an extensive training program that begins in the latter half of the spring semester and continues the week prior to the summer and fall program start dates. They are trained in and expected to be knowledgeable about institutional information, group dynamics, and student development issues.

**Specific duties include:**

- To assist in the implementation of summer and winter orientation for new students.
- Serve a resource to incoming students and their families by sharing knowledge of Rhode Island College, its programs and services.
- To work with faculty, staff, student leaders and administrators to facilitate the success of all aspects of the Orientation program.
- To aid students in their transition to Rhode Island College by answering questions and initiating conversation and communication with both students and their families.
- To facilitate workshops, team builders, meetings and evening entertainment with new students.
- Be available for all dates listed for summer and winter orientation programs.
- Other duties as assigned.

**Qualified candidates should possess the following characteristics and skills:**

- Ability to work well in groups
- Be, or demonstrate a desire to be, knowledgeable of the Rhode Island College campus, its history, resources
- Ability to speak to groups of students, parents and faculty
- Sense of responsibility
- Ability to relate well to a diverse group of people
- Good interpersonal communication skills
- Energy, creativity and stamina
- FLEXIBILITY
- Ability to motivate self and others
- A good sense of humor-MUST

**Students interested in applying should make sure that:**

- They are in good academic standing with the University They have a GPA of 2.7 or better
- They have a good judicial standing

**Important Orientation Staff Member Information:**

- Orientation Leaders must attend all trainings and Orientation sessions
- Orientation leaders are asked to participate in the Summer & Winter Orientation Sessions
- Orientation Leaders will receive room and board as well as some compensation (\$1900) for their time. Orientation Leaders are expected to attend all training and programs sessions.



- Orientation Cycles and Parent/Family Programming OL's are required to participate in all Orientation cycles for first year students as well as Parent/Family Programming. During each cycle in June, it is expected that OL's remain on campus, sleep in their assigned residence hall, participate in all aspects of the cycle, have absolutely no outside guests, and have no outside commitments during this time.

### **Demonstrated Competencies/Qualities**

Throughout your time as an Orientation Leader, you will be given a large amount of responsibility and will be an integral part of the transition process for incoming first-year students. The OASIS Office and professional staff working with orientation are dedicated to your development and growth as both a person and a leader here at Rhode Island College.

<b>COMMUNICATION</b>	Skilled in active listening, facilitating discussions, and written communication. Willingness to accept and provide feedback; able to communicate with students, faculty, staff, and peers.
<b>COMMITMENT</b>	Demonstrates a high level of pride and spirit for Rhode Island College, is dedicated to the OL position, is motivated to achieve success, and displays a high level of initiative. Is able to adapt and maintain flexibility at all times.
<b>INCLUSIVITY</b>	Strives to support a diverse environment, and is able to assist those with varying abilities and needs in reaching the right resources. Develops a sense of team and effectively manages team dynamics.
<b>CRITICAL THINKING</b>	Pays attention to detail, makes informed decisions, creatively solves problems, and discerns when to act and when to ask.
<b>SENSE OF PURPOSE</b>	Knows, understands and exemplifies the mission and ethical principles of the OASIS Office and the Student Code of Conduct. Acts professionally in all situations, provides exemplary customer service, and acts with integrity on and off the job.