

# **Orientation Leader Position Description**

**August 21-27, 2017**

## **Position Objective**

As a representative of Finlandia University, Orientation Leaders (OLs) serve as role models and are responsible for welcoming and introducing new students and their families to Finlandia University. In working with students and their families, OLs facilitate the transition process and act as the first link to the University community. Acting in accordance with the mission and goals of the Office of Academic Success and Student Life, as well as those of the University, OLs assist students in learning and navigating campus systems and resources. In addition, he or she is involved in the implementation and execution of the Orientation programs and initiatives set forth by the Director of Academic Success and Student Life and the 2017 Orientation Committee.

## **Position Duties and Obligations**

Orientation Leaders make a commitment from Monday, August 21, 2017 through Sunday, August 27, 2017 and will be held responsible and accountable for the following items:

### **1. Early Arrival**

All Orientation Leaders must return to the area by 7 pm on Sunday, August 20, 2017.

Training will begin on Monday, August 21<sup>st</sup> and will run through Wednesday, August 23, 2017.

2. Be present at ALL mandatory Orientation trainings and events from arrival through the conclusion on Sunday, August 27, 2017. You must attend ALL mandatory Orientation programs, sessions, and social events, even when not assigned a specific responsibility (with the exception of emergencies and religious observance). Make sure you have spoken to Erin Barnett if you will be missing an event.

3. Assist students and families on check-in day (Thursday, August 24, 2017).

4. Maintain appropriate interactions with new students.

5. Uphold all University policies as stated in the 2017-18 Finlandia University Student Handbook. You may review the handbook at <http://www.finlandia.edu/student-life-forms.html>. Students found to be in violation of the Finlandia University Code of Conduct will face the regular disciplinary actions outlined in the student handbook.

6. Share genuine information about groups and organizations on campus. Keep in mind that new students are very impressionable and your opinions may have a strong influence, so please refrain from unnecessarily negative or disparaging assessments.

7. Maintain appropriate interactions with new students. Orientation Leaders are some of the first Finlandia University representatives seen by new students and their families. Please be mindful that your online appearance on social networking websites may also shed an inappropriate light on yourself as well as on the University.

8. Understand that arriving early on campus is a privilege and similar privileges are not extended to roommates or suitemates who are not involved in Orientation. Orientation Leaders are not permitted to host unauthorized individuals.
9. Orientation Leaders will be provided two complimentary Orientation shirts. Orientation Leaders are expected to wear their Orientation t-shirt at all Orientation events.
10. Approach situations with an open mind and be aware of the diversity that exists on the Finlandia campus. If a problem arises in your group or you see/hear something that makes you uncomfortable, please notify Erin Barnett or any other Finlandia University staff member.
11. Communication among OLs and Erin Barnett is vital to the success of Orientation.
12. Complete the responsibilities asked of you to the best of your ability while maintaining a positive outlook, energy, flexibility, enthusiasm, and initiative.