

## **IAIA STUDENT SUCCESS CENTER**

### **Orientation Leader**

#### **JOB DESCRIPTION**

<b>TITLE</b>	Orientation Leader
<b>DEPARTMENT</b>	Student Success Center (SSC)
<b>CLASSIFICATION</b>	Part-time Temporary
<b>DEPARTMENT CODE</b>	189
<b>REPORTS TO:</b>	Retention Specialist
<b>LAST UPDATED:</b>	March 21, 2019

#### **Summary of Responsibilities of Orientation Leader (OL)**

Orientation leaders assist the Student Success Center's staff and Retention Specialist in the implementation of freshman orientation week. This role is essential to building a welcoming community for incoming students with social, emotional, and academic support and positive action to ease the stress of transition to college and the Institute of American Indian Arts.

#### **Summary of Responsibilities**

The Orientation program is an intensive college transition program at IAIA. It provides culturally-based programs which meet the physical, social, emotional, intellectual and spiritual needs of the program's students. Incumbents will serve students with positive support, leadership and enthusiasm. They will participate in the orientation leader training, and collaborate closely with the Retention Specialist during the week of orientation. Incumbents are called upon to demonstrate at all times a mature, enthusiastic, committed and responsible demeanor.

#### **Qualifications**

- In good disciplinary standing.
- Able to work FALL 2019 Orientation Program from August 7-16, 2019
- A record of leadership experience.
- Excellent interpersonal skills including verbal and written communication skills, self-advocacy, problem solving, and decision making.

#### **Requirements**

- Full time student with a minimum 3.0 cumulative grade point average.
- In good academic standing.
- Able to complete job training August 7-9, 2019

#### **Essential Functions**

- Assist and refer incoming students, their families and friends to appropriate campus resources.
- Empower incoming students in their transition through formal and informal interactions with incoming students.
- Observe students for signs of unresolved transitional stress and inform director.
- Conduct campus tours, assist with leading activities and events, and other duties as required.

- Assist the Retention Specialist to prepare and organize materials and supplies, set up and breakdown activities, and perform all duties and tasks in a timely and professional manner.

**Required skills, knowledge and abilities**

- Knowledge of and/or background in leading student activities.
- Working knowledge of the IAIA College Catalogue and Student Handbook.
- Ability to communicate effectively and work collaboratively with a diverse program team and student population.
- Previous experience working with students in a mentor capacity is preferred.
- Adherence to appropriate standards of conduct and ethics including:
  - confidentiality
  - non-fraternization with students
  - following directives
  - ability to adapt to changing work environment
  - treatment of others at all times with dignity and respect
  - exhibiting honesty and integrity at all times
  - engagement in proactive problem solving.
  - completion of job duties as required
  - refraining from engaging in inappropriate discussions
  - attending and participating in meetings as required
  - ability to take direction and complete job duties in a timely manner
  - demonstration of a courteous and professional presence and appearance at all times
  - Punctuality
- Listening skills
- Customer service skills
- Assertiveness
- Facilitative leadership

**Hours per Week:** 40 per week

**Number of Positions Available:** 5

**Duration:** Until filled

**Rate:** \$11.80

**Supervisor:** Student Success Center's Retention Specialist

## Application:

Name:

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The year you plan to graduate: \_\_\_\_\_ College Year \_\_\_\_\_

Home Address:

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Campus Mail Box Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address:

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Major(s) /Minor(s) /: \_\_\_\_\_

Cumulative grade point average: \_\_\_\_\_

**Answer the following questions on a separate piece of paper and attach to the application.**

a) What motivates you to apply for this position?

b) Describe how your experience, abilities, and skills would benefit Orientation and incoming students.

c) What do you hope to gain from this position?

**Provide the names of two references. One reference must be from an IAIA student and the other an IAIA faculty or staff member.**

**STUDENT**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

**IAIA FACULTY OR STAFF MEMBER**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

*By signing below, I certify that all information is factually true and honestly presented.*

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**REQUIRED:**

- **A letter of recommendation from a previous employer who can speak to your leadership skills.**
- **Copy of unofficial transcripts to show that you meet GPA requirement**
- **Cover letter and resume**