

## **IAIA STUDENT SUCCESS CENTER - ORIENTATION LEADER**

<b>Job Title:</b>	Orientation Leader (OL)
<b>Hours per Week:</b>	40 per week.
<b>Number of Positions:</b>	4
<b>Duration:</b>	Temporary
<b>Pay Rate:</b>	\$10.50/hr.
<b>Supervisor:</b>	Student Success Advisor
<b>Department:</b>	Student Success Center (SSC)
<b>Department Code:</b>	189

### **Summary of Responsibilities**

Orientation Leaders (OL) assist the Student Success Center staff in the implementation of orientation. Most importantly, OLs provide incoming students with empathic support and positive action to ease the stress of transition to college and the Institute of American Indian Arts.

### **Qualifications**

- Full time student with a minimum 3.0 cumulative grade point average.
- Able to work exclusively for the orientation program, January 13<sup>th</sup> to 17<sup>th</sup>.
- A record of leadership experience.
- In good disciplinary and academic standing.
- Excellent interpersonal skills including verbal and written communication skills, self-advocacy, problem solving, and decision-making.

### **Essential Functions**

- Able to complete OL 3-Day training: January 8<sup>th</sup> to the 10<sup>th</sup>.
- Assist the Student Success Advisor in the implementation of orientation by preparing and organizing orientation materials and supplies.
- Assist and refer incoming students, their family, friends, and supporters to appropriate campus resources.
- Empower incoming students to function and learn during orientation week.
- Available for formal and informal interactions with individuals and groups.
- Observe students for signs of unresolved transitional stress and inform the Students Success Advisor and able to refer to proper resources.
- Conduct campus tours.
- Set-up and breakdown orientation events and activities.
- Perform all duties and tasks in a professional manner.
- Assist the Student Success Center staff with related activities, events, and other duties as assigned.

### **Preferred Skills**

- |                           |                          |                             |                 |
|---------------------------|--------------------------|-----------------------------|-----------------|
| • Referral Knowledge      | • Customer Service       | • Time-Efficient Work Ethic | • Interpersonal |
| • Attentive Listening     | • Clear Communication    | • Time Management           | • Dependability |
| • Facilitative Leadership | • Mental Health Training | • Stress Management         | • Multitasking  |

**Evaluation Procedure(s) and Schedule:** Performance Evaluation form provided in IAIA Work Study Manual for Students (page 11).



## Application:

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

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

Home Address: \_\_\_\_\_  
\_\_\_\_\_

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

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

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 is motivating you to apply for this position?
- b) Describe how your experience, abilities, and skills would benefit incoming students.
- c) Explain what you would do differently during your first semester at college.

**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.*

*Applicant Signature:* \_\_\_\_\_

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