

Fall 2022 Orientation Leader Description Office of Student Transition Programs

New Student Orientation Leaders (OL) will work with the Peer Ambassador Team Leaders and staff of the office of Student Transition Programs to implement the New Student Orientation program in the fall. The primary role of an OL is to provide guidance to new students and facilitate Orientation activities. Orientation Leaders will develop meaningful relationships with others, gain practical competence to carry out duties successfully and develop an understanding of their personal leadership development.

Responsibilities:

- Guide and welcome new students, families, and guests to John Jay College of Criminal Justice.
- Assist with all aspects of Fall Orientation including, but not limited to, orientation prep, escorting students/families and guests around campus, event set-up/tear down, participation in meals and evening activities, crisis response, and other duties as assigned.
- Facilitating and effectively managing small group discussions with incoming students including resource sharing, supporting students through their transition to college, self-identity exploration, etc.
- Creating a welcoming and inclusive environment by articulating and exemplifying John Jay College's academic and community expectations, addressing common transition questions, discussing what it means to be part of a diverse community, and modeling an exploration of self/social identities.
- Being a responsible and positive peer mentor to new students, understanding that this relationship continues into the semester and has a significant impact on a student's experience.
- Introducing students to campus support services and locations across campus, as well as social, emotional, and academic resources provided by the college.
- Adhere to the office of Student Transition Programs employment policies, the Student Conduct Code, and all national, state, and local laws throughout the duration of your employment.

Requirements:

- Must be enrolled in classes for Fall 2022
- Must be present for the **entirety** of OL Training in the Fall and the Orientation program. See below dates.
- Must have a minimum 2.5 GPA (Bachelors) or 3.0 GPA (Masters)
- Commitment to abide by all university policies and procedures.
- Must be in good disciplinary standing at the time of their selection and throughout their work with the office of Student Transition Programs. Any previously assigned conduct sanctions must be completed by the time of the interview process.
- Must be able to work in-person on campus

Mandatory Time Commitments

Orientation Leaders will be expected to work 20 hours a week from July 25, 2022 to August 19, 2022. This position will work mostly in-person on campus work with some hybrid opportunities.

Benefits/Compensation

New Student Orientation Leaders will gain significant leadership experience; develop professional relationships with faculty, staff, and students; and learn effective communication skills. In addition, new student Orientation Leaders will receive a \$1200 stipend, meals during the on campus work days, and Orientation sweatshirt/shirts.

Where to apply

To apply for <https://bit.ly/jjayOLfall22>