POSITION OVERVIEW

The Orientation Leader (OL) team is a group of proud, responsible UIC students that assists new students, families and guests at new student orientation programs as well as other campus transition events. Orientation Leaders are the face of the UIC community, serving as stewards of the university and helping future generations of Flames in their transition to campus. They share their experience and act as mentors and leaders to new students at UIC.

As vital members of UIC Orientation team, these paid student leaders enjoy a memorable experience while providing a valuable service to the University. This student leadership opportunity provides a chance for personal and professional growth. You can expect long working days, lots of UIC knowledge about campus resources, an office that seeks to create a fun and hardworking culture, and the ability to be a role model and have an immense impact on thousands of new UIC students. This position is a big commitment, but will also be a life-changing experience that will continue you on a pathway to success at UIC and beyond!

QUALIFICATIONS FOR APPLICATION AND/OR EMPLOYMENT

Applicants must meet the following criteria:

- Be a currently enrolled, degree-seeking undergraduate student at UIC.
- Plan to stay enrolled as an undergraduate student through the fall semester of 2020.
- Possess and maintain minimum cumulative 2.5 GPA throughout employment (preferred).
- Possess and maintain good academic and judicial standing with the university.
- Maintain full-time student status throughout the entire experience (excluding the summer).
- Understand and abide by UIC Orientation’s and the university’s mission and policies as well as all applicable local and state laws.
- Abstain from other employment opportunities and/or summer classes Monday through Friday during the hours of 7am-11pm during summer programs including May, June, July and parts of August.
- Consent to and pass a criminal background check.
- Meet Student Employment eligibility requirements, filing all necessary paperwork and submitting required I-9 documents.
- Possess a valid, functional UIC i-Card in order to be entered into the payroll system to be paid.
- Live in an office-assigned residence hall space during summer programs including May, June, and July.

ADDITIONAL DESIRED QUALIFICATIONS

UIC Orientation seeks candidates who desire to give of themselves to assist others, seek opportunities to learn and grow, exhibit leadership potential, adhere to a strong code of ethics, exhibit potential for strong interpersonal and group presentation skills, and the ability to work with and support a diverse group of people. Qualities that we specifically look for in candidates include: maturity, motivation, responsibility, enthusiasm, initiative, team-focused, self-esteem, punctuality, and goal-oriented.

APPLICATION PROCESS

There are three main steps in the application process:

1.) APPLICATION: Submit the Orientation Leader Application (found on https://orientation.uic.edu/about/leaders/) by 12/02/19.
2.) GROUP INTERVIEWS: After the application closes, you’ll be contacted via your UIC email as to whether you will be moved on in the selection process. Those selected to move forward will be asked to attend a group interview on February 8th, 2020.
3.) INDIVIDUAL INTERVIEWS: After group interviews, you’ll be contacted via your UIC email as to whether you will be moved into the final selection. Selected candidates will do a 30-minute individual interview with our team between February 10-14, 2020.
4.) FINAL SELECTION: Positions will start to be offered via your UIC email on a rolling acceptance. This means that the process will begin on February 19th, 2020 and will continue until all team spots are filled.

COMPENSATION

Team members receive the following compensation as part of their employment:

1.) A base pay of $11.00 pre-tax per hour (subject to change based on rates provided by University). Payment processed bi-weekly.
2.) On-campus housing shared with another orientation team member during summer training and orientation programs (May – August) and partial coverage of interim housing
3.) Meals during orientation programs
Individuals selected to serve on the team are expected to understand the terms of employment:

1.) **LENGTH OF ROLE:** This position commences in April 2020 and concludes January 2021.

2.) **REQUIRED COMMITMENTS:** Orientation Leaders are expected to fully participate in the following commitments:
   a. April Trainings: April 2nd, April 9th, April 16th, & April 23rd, 2020 from 5:00-7:00pm
   b. Summer Training: May 11th – May 26th, 2020 (every weekday from 8:30am-5:00pm)
   c. Staff Retreat: May 15th-17th, 2020 (all weekend at off-campus location - housing/transportation provided)

   d. Summer Orientation Programs:
      i. **All Orientation Leaders should plan to work all First-Year and Transfer Orientation sessions listed below and should make necessary arrangements to accommodate this work schedule:**
         1. **First-Year Orientation Programs:**
            a. **Required Dates:** 6/1-6/2, 6/4-6/5, 6/8-6/9, 6/11-6/12, 6/15-6/16, 6/18-6/19, 6/22-6/23, 6/25-6/26, 7/6-7/7, 7/9-7/10, 7/13-7/14, 7/16-7/17, 7/20-7/21, 7/23-7/24, 8/17-8/18
            b. For First-Year Orientation sessions, Orientation Leaders work from 6:45am-10pm on Day 1 and 6:45am-3:30pm on Day 2 (end time may be earlier based on size of orientation).

         2. **Transfer Orientation sessions:**
            a. **Required Dates:** 5/27, 5/28, 5/29, 6/3, 6/10, 6/17, 6/24, 7/8, 7/15, 7/22, 7/27, 8/19, 8/21
            b. For Transfer Orientation Sessions, Orientation Leaders work from 6:45am-5:00pm.

   e. **UIC Convocation:** August 23rd, 2020 from 9:00am-5:00pm
   f. Spring Orientation: December 14th, 15th, 16th and January 4th, 5th, and 6th from 7:00am-5:00pm
   g. Other required training or events as needed (advance notice will be given)
   h. Additional opportunities to assist the office with other new student events (Weeks of Welcome, Family Weekend, etc.)

3.) **TIME OFF:** Orientation Leaders will have the opportunity prior to the start of summer to request some days off. The final decisions with approving this time off will be that of the UIC Orientation office. After the work schedule has been finalized, time off will be limited to an emergency basis only.

4.) **OVERNIGHT RESPONSIBILITIES:** First-year orientation sessions require participants to stay overnight. Orientation Leaders may be required to stay in a provided residence hall room (separate from their permanent, office-assigned summer space) for some of the First-Year Orientations as a function of their work responsibilities. This would occur starting at 9pm on Day 1 and end at 6:30am on Day 2.

5.) **OUTSIDE EMPLOYMENT:** It is not recommended that Orientation Leaders hold other employment during intensive training and orientation times from May until late August. Should employment be necessary, Orientation Leaders must schedule other responsibilities around their Orientation Leader job duties and be sure that it does not require them to miss a scheduled event, training, or orientation session (this includes needing to leave early). Outside employment is not an acceptable excuse to miss any portion of Orientation, and cannot impact job performance in any way.

6.) **SUMMER CLASSES:** Orientation Leaders are not allowed to take in-person classes during any of the Summer 2020 Terms. If an Orientation Leader is considering an online course, it cannot require them to miss any part of a schedule event and cannot impact job performance in any way.

7.) **ACADEMIC AND CONDUCT STATUS:** Orientation Leaders must maintain a minimum cumulative 2.5 GPA throughout employment and be in good academic and judicial standing with the university.

8.) **ADHERANCE TO CAMPUS AND STATE POLICIES:** understand and abide by UIC Orientation’s and the university’s mission and policies as well as all applicable local and state laws. Violations can result in immediate termination in role and compensation.

9.) **ATTIRE:** Orientation Leaders will receive polos and jackets for orientation days. Uniforms are the property of UIC Orientation and must be returned to the office promptly upon vacating the position for any reason, including dismissal. Orientation Leaders should wear all appropriate parts of the uniform (close-toed shoes, polo, khaki pants/shorts, UIC Orientation jacket), and cannot wear clothing that is dirty, ripped, inappropriate, or affiliated with any campus organization.

**RESPONSIBILITIES**

The following is a summary of the expectations of our Orientation Leaders in regards to assisting new students and families:

- Welcome new students and their families to UIC and assist them with check-in
- Develop a rapport with new students and their families, especially with those in your small groups
- Help new students assimilate, feel welcome, and get involved in the UIC community
- Be available and willing to answer questions of students and families throughout each program
- Prepare and conduct well-organized and thorough small group meetings and/or campus tours for new students and families
- Assist students with academic decision-making
- Maintain contact with incoming students after orientation and provide support throughout their transition processes.
The following is a summary of the expectations of our Orientation Leaders in regards to educational duties:

- Communicate information to students about academic resources and student activities/services available at UIC
- Educate students about their responsibilities at UIC by explaining university policies and procedures.
- Share the privileges and responsibilities that come with being part of the UIC community and the role each of our new students plays in contributing to a safe and inclusive university environment
- Assist academic advisors with providing students an understanding of academic requirements
- Share relevant information and deadlines in order to ease students’ transitions into UIC

The following is a summary of the expectations of our Orientation Leaders in regards to administrative responsibilities:

- Attend all training sessions and meetings
- Be punctual to all orientation activities including trainings, meetings, and orientation sessions
- Fully participate with a positive attitude in all assigned duties of orientation and take initiative with unanticipated tasks
- Complete all tasks as requested by the professional and office staff to ensure the program proceeds smoothly and effectively
- Set up all orientation materials prior to the start of each program
- Maintain regular communication with all supervisors and discuss with them situations that warrant their attention or action
- Assist all presenters at scheduled programs, meetings, and sessions throughout orientation
- Be supportive and inclusive of all staff members on the orientation staff and of new students and their guests
- Respond appropriately to feedback and evaluations
- Remain flexible at all times to help calmly manage unexpected changes

**QUESTIONS**

If you have additional questions after reading through this informational packet, please do not hesitate to call us (312-996-3271), email us (orhelp@uic.edu), or stop by our office (located in Student Services Building, Suite 1600 until November 4th, when the office will be permanently moved to Student Center East, Suite 251).