

New Student Program - Orientation Leader (OL)

Department Mission:

The Office of New Student Programs (NSP) provides ongoing programs and services that support new students and families in transition to University of Missouri – St. Louis

Position Responsibilities:

- Serve as a positive role model, set an example, & be excited to promote the UMSL community to students.
- Must be able to communicate effectively, to provide assistance, and to promote accurate information to students regarding UMSL, campus, and welcome programming.
- Initiate and develop open communication & interaction with your new students, fellow leaders and professional staff.
- Work closely and effectively with Orientation Leaders and staff to make a memorable and welcoming environment for new students.
- Lead other students in programmatic components & sessions during family or student Orientation programs.

Requirements:

- Reliable, responsible, confident, creative, sincere, flexible, willing to help, and good communication skills.
- An energetic and fun personality, positive attitude, and dedication to the role.
- Minimum of 2.5 cumulative GPA for the OL role.
- Eligible to register as an undergraduate student at the University of Missouri-St. Louis (UMSL) from now (Fall 2021-Fall 2022).
- Basic knowledge of UMSL campus and desire to further knowledge.
- Able to attend all training, NSP events, and Orientation dates on following pages.
- You are not allowed to enroll in summer courses or study abroad in the summer, as they would conflict with required dates on the next page. You need to be present to work all dates on next pages.

Compensation:

- The opportunity to impact the lives, experiences, and academic success of first-year students at UMSL.
- To build deep bonds and friendships with other students and increase your professional network with staff/faculty on campus.
- Experience as a Para-professional to gain personal and professional skills for your future with the trainings.
- **Hourly wage: \$10.30 per hour (beginning Jan. 1, 2022 \$11.15 per hour)**
- Additional Perks: OL apparel items, meals during programs, and much more!
- **Potential Option for On-Campus Living in Residential Life and Housing facility during May-August.** (*Must complete Residential Life and Housing volunteer hours for compensation of living on campus listed on next pages volunteer dates. This does not include a meal plan.*)

Required Dates:

SEE NEXT PAGE FOR ORIENTATION DATES MUST BE AVAILABLE TO WORK ALL DATES. Will be notified upon hired or as soon as NSP staff knows if any dates have changed to the dates listed on the following pages. Please note the hour's estimation is an estimate and is subject to change.

NODA Regional Conference (if selected & availability), team socials, and ResLife Volunteer Hours (compensate for Housing if interested) are included in dates, but are **NOT PAID EVENTS**.

MUST BE AVAILABLE TO WORK ALL DATES. WILL BE NOTIFIED IF DATES CHANGE UPON HIRED-DATES SUBJECT TO CHANGE.

November (NSP paid 9 hours)

Friday, Nov. 12 & Saturday, Nov. 13 (keep both days available) OL Team Retreat
Week of November 15 (find time to meet) OL Team Meeting (1 hour)

December (NSP paid 35 hours)

Week of November 29, Dec. 6 (find time to meet) OL Team Meeting (1 hour)
Thursday, December 9 (9:30am-5pm, 7.5 hours) Triton Track Tours & NSP: OL Prep -bring lunch
Friday, December 10 (7am- 4pm, 9 hours) Orientation
Friday, December 17 (9:30am-5pm, 7.5 hours) Triton Track Tours & NSP: OL Prep -bring lunch
Monday, December 20 (7am-4pm, 9 hours) Orientation

January (NSP paid 52 or more hours)

Thursday, January 6 (10am-5pm, 7 hours) NSP: OL Prep for Orientation – bring lunch
Friday, January 7 (9:30am-3:30pm, 6 hours) Triton Track Tours-bring lunch
Saturday, January 8 (9:30am-2:30pm, 7 hours) Triton Track Tours-bring lunch
Wednesday, January 12 (9:30am-3:30pm, 7 hours) Triton Track Tours -bring lunch
Thursday, January 13 (7am-4pm, 9 hours) Orientation
Friday, January 14 (9:30am-3:30pm, 7 hours) Triton Track Tours – bring lunch
Saturday, January 15 (7am-4pm, 9 hours) Orientation
Monday Jan. 10 – Friday, Jan. 21 TBD Work shifts for Welcome Bags & Programming

OL Spring Trainings (January-April—NSP paid 15 hours)

OL Spring Meetings begins, week of January 24 first meeting to last meeting end of April, (1.5 hours, per week, for 10 weeks).

Week of the following dates:

- **Week of Jan. 24**
- Week of Jan. 31 & Feb. 7 & Feb. 21 song/dance focused
- **Week of Feb. 14**
- **Week of Feb. 28**
- **Week of March 7**
- **Week of March 14**
- **Week of March 21**
- *Week of March 28 NO TRAINING SPRING BREAK*
- **Week of April 4**
- **Week of April 11**
- **Week of April 18**
- **Week of April 25**

OL Dance/Song Practices – OL Meetings (November –February NSP paid 15 hours)

Week of the following for practices:

- November Week of Nov. 15 – start song (1 hr)
- December Winter Break—create song virtually (2hr)
- Week of Jan. 24--finalize song (1.5 hr)
- Week of Jan. 31 -record song (3hr)
- Week of Feb. 7—create dance (3 hr)
- Week of Feb 14 – practice dance (1.5 hr)
- **OL Performs at Homecoming: Feb. 25 5pm-8pm** evening practice prior and then perform (3 hours)

February - April (paid NSP 58.5 or more hours, optional 29 more hours, *nonpaid conference experience)

Friday, February 4 to Saturday, February 5 (TBD, 10 hours) Admitted Student Weekend
Thursday, February 24 (TBD 3:30pm-9pm, 5.5 hours) Admitted Student Reception at Pack the Stands Homecoming
Friday, February 25 (TBD 8am-3pm, 7 hours) Admitted Student for a Day

Saturday, March TBD (10:00am-3:00pm, 5 hours) UMSL Day

*March 10-13, 2022 (cost leave afternoon 3.10 & return evening 3.13) NODA Regional Conference TBD, not paid**

**professional development opportunity, NSP pays & some meals, registration conference cost*

Monday, March 28-Thursday, March 31 (1pm-5pm, 24 hours) OL Phone Calling optional over Spring Break

Monday, April 5-April 16 (various times) OL Video Taping, sign-up for shifts--timeslot as it gets sooner
Sunday, April 10 (11am-4pm, 5 hours) Welcome Leader Spring Training, meal included
Wednesday, April 13 (9:30am-3:30pm, 6 hours) Triton Track Tours -bring lunch
Monday, April 18 (9:30am-3:30pm, 6 hours) Triton Track Tours -bring lunch
Friday, April 29 (2pm-10pm, 8 hours) Triton Overnight Experience - 1
Saturday, April 30 (7am-6pm, 11 hours) New Student Orientation – Honors Edition

May (paid NSP 72 hours)

Wednesday, May 11 (9:30am-5pm, 7.5 hours) Triton Track Tours + NSP Prep-bring lunch
 Thursday, May 12 (9:30am-5pm, 7.5 hours) Triton Track Tours + NSP Prep -bring lunch
 Friday, May 13 (7am - 4pm, 9 hours) Transfer Student Orientation (TSO)

*****OL BREAK from role: Great time to go home after finals from Saturday, May 14 to Sunday, May 22******

Monday, May 23 (9am-5pm, 8 hours) OL May Training
 Tuesday, May 24 (9am-5pm, 8 hours) OL May Training
 Wednesday, May 25 (9am-5pm, 8 hours) OL May Training
 Thursday, May 26 (9am-5pm, 8 hours) OL May Training –NSP Prep Phone Calling
 Friday, May 27 (9am-5pm, 8 hours) OL May Training + Orientation Showcase/NSP Prep
 Tuesday, May 31 (2pm-10pm, 8 hours) Triton Overnight Experience - 2

June (volunteer-Reslife/socials & paid NSP 154 hours)

Wednesday, June 1 (7am-6pm, 11 hours) New Student Orientation (NSO)
 Thursday, June 2 (3pm-10pm, 7 hours) Triton Overnight Experience Session 3
 Friday, June 3 (7am-6pm, 11 hours) New Student Orientation (NSO)
 Monday, June 6 (3pm-10pm, 7 hours) Triton Overnight Experience Session 4 ***Transfer session*
 Tuesday, June 7 (7am-4pm, 9 hours) Transfer Student Orientation (TSO)
 Thursday, June 9 (9:30am-5pm, 7.5 hours) Triton Track Tours + NSP OL Prep: Phone Calling -bring lunch
 Friday, June 10 (9:30am-5pm, 7.5 hours) Triton Track Tours + NSP OL Prep: Phone Calling—bring lunch
 Tuesday, June 14 (1pm-5pm, 4 hours) NSP OL Prep Work
 Wednesday, June 15 (3pm-10pm, 7 hours) Triton Overnight Experience Session 5
 Thursday, June 16 (7am-6pm, 11 hours) New Student Orientation (NSO)
 Tuesday, June 21 (9am-5pm, 8 hours) Reslife Volunteer Hours to compensate OL housing
 Wednesday, June 22 (9am-5pm *social 12pm-1pm, 7 hours) NSP Prep + Social for some OL Fun (social not paid) ☺
 Thursday, June 23 (7am-4pm, 8 hours) Transfer Student Orientation (TSO)
 Friday, June 24 (3pm-10pm, 7 hours) Triton Overnight Experience Session 6
 Saturday, June 25 (7am-6pm, 11 hours) New Student Orientation (NSO)
 Thursday, June 30 (1pm-5pm, 3 hours) If Available - NSP OL Phone Calling

******OL BREAK from role: Great time to take vacations/trips from June 26 to July 5 ******

JULY (volunteer-Reslife/socials & paid NSP 76.5 hours)

Wednesday, July 6 (9am-5pm, 8 hours) Reslife Volunteer Hours to compensate OL housing
 Thursday, July 7 (9:30am-5pm, 7.5 hours) Triton Track Tours + NSP Prep —bring own lunch
 Friday, July 8 (7am-4pm, 8 hours) Transfer Student Orientation (TSO)
 Sunday, July 10 (1pm-10pm, 9 hours) TRITON LEAD Day 1
 Monday, July 11 (8am-3pm, 7 hours) TRITON LEAD Day 2
 Wednesday, July 13
 (10am-12pm, 2 hours) OL Professional Development
 (12:30pm-5pm) OL Mid-Summer Social TBD, fun time not paid
 Thursday, July 14 (10am-12pm, 2 hours) OL Professional Development
 Friday, July 15 (3pm-10pm, 7 hours) Triton Overnight Experience Session 7
 Saturday, July 16 (7am-6pm, 11 hours) New Student Orientation (NSO)
 July 18-19 – (1 hour) Mid-Summer Evaluation
 Thursday, July 21 (9:30am-5pm, 7.5 hours) Triton Track Tours + NSP Prep —bring own lunch
 Friday, July 22 (9:30am-5pm, 7.5 hours) Triton Track Tours + NSP Prep —bring own lunch

******OL BREAK from role: Great time to take vacations/trips from July 23-July31 ******

AUGUST & SEPTEMBER (volunteer-reslife/socials & paid NSP 120 or more)

Monday, August 1 (9am-5pm, 8 hours) Reslife Volunteer Hours to compensate OL housing
 Tuesday, August 2 (10am-5pm, 6 hours) NSP OL Prep Work + Phone Calling, —bring lunch for break
 Thursday, August 4 (9:30am-5pm, 7.5 hours) Triton Tracks + NSP OL Prep Work —bring lunch for break
 Friday, August 5 (7am-4pm, 8 hours) Transfer Student Orientation (TSO)
 Friday, August 12 (9:30am-5pm, 7.5 hours) Triton Track Tours + NSP OL Prep Work —bring lunch
 Saturday, August 13 (7am-4pm, 8 hours) Transfer Student Orientation (TSO)
 Monday, August 15 (9am-5pm, 7 hours) NSP OL Prep Work —bring own lunch will have break
 Tuesday, August 16
 (9am-12pm, 3 hours) NSP OL Prep
 (12pm-5pm, 5 hours) Welcome Leader Training, meal included
 Wednesday, August 17 (7am-6pm, 11 hours) New Student Orientation (NSO)
 Thursday, August 18 - Sunday, August 21
*Triton Take-Off Weekend **schedule as it gets sooner, keep all day open – possible 30-40 hours this weekend to get paid*
 Monday, August 15-Friday, August 26
Welcome Bags + Help-A-Triton Table + Welcome programs
 September 12-15 (1 hour) OL Exit Interviews, will sign-up for timeslot paid NSP
 September 19-23 (5pm-7pm) OL End of Year Celebration, TBD to meet, not paid fun