

Orientation Leader (OL) Job Description

Orientation Leaders will be able to work with domestic and international students for the following offices:

- Office of UMSL Global - promotes understanding of peoples and cultures through international and multicultural programming, study abroad and exchange opportunities, and providing international experiences for UMSL students and the community.
- Office of New Student Programs & Campus Visits - (NSP) provides ongoing programs and services that support new students and families in transition to University of Missouri – St. Louis

Orientation Leader (OL) 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) for Spring 2024 to Spring 2025 for both NSP and UMSL Global OL Teams. **Only on the UMSL Global OL team can be a graduate student from Spring 2024- Spring 2025.*
- Basic knowledge of UMSL campus and desire to further knowledge.
- Able to attend all training, work events, and Orientation dates on following 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 Paraprofessional to gain personal and professional skills for your future with the training.
- **Hourly wage: \$13.75 per hour**
- Additional Perks: OL apparel items, meals during programs, and much more!

Required Dates:

SEE NEXT PAGE FOR ORIENTATION DATES MUST BE AVAILABLE TO WORK ALL DATES. Will be notified upon hire or as soon as NSP/Global 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) and team socials, but are **NOT PAID EVENTS.**

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

April (NSP paid 3 hours) *both Orientation Teams for Offices of Global & NSP team

Sunday, April 14 (1pm-4pm) OL Team Retreat

August Global Team (NSP paid 94 hours)

Sunday, August 4 Global OL Team Move-in Oak Hall if live on campus
Monday, August 5 (9am-12pm, 1pm-5pm) Global OL Team Training Day
Tuesday, August 6 (9am-12pm, 1pm-5pm) Global OL Team Training Day + Prep
Wednesday, August 7 (9am-12pm, 1pm-5pm) Global OL Team Training Day + Prep
Thursday, August 8 (1pm-5pm) Global OL Team Prep Day
Friday, August 9 (1pm-5pm) Global OL Team Prep Day
Saturday, August 10 (various times 5 hours) Airport Pick-up Shifts or Day off - Global OL Team
Sunday, August 11 (various times 5 hours) Airport Pick-up Shifts or Day off - Global OL Team
Monday, August 12 (10 hours) Global Orientation - Global OL Team
Tuesday, August 13 (shifts 5 hours) Global Orientation - Global OL Team
Wednesday, August 14 (10 hours) Global Orientation - Global OL Team
Thursday, August 15 (shifts 5 hours) Global Orientation - Global OL Team
Friday, August 16 (8 hours) UMSL Orientation - NSP & Global OL Teams
Saturday, August 17 (8 hours) UMSL Orientation - NSP & Global OL Teams
Sunday, August 18 (5 hours) UMSL Orientation - NSP & Global OL Teams

August NSP Team (NSP paid 53 hours)

Sunday, August 11 NSP OL Team Move-in Oak Hall if live on campus
Monday, August 12 (9am-12pm, 1pm-5pm) Training NSP OL Team
Tuesday, August 13 (9am-12pm, 1pm-5pm) Training NSP OL Team
Wednesday, August 14 (9am - 12pm, 1pm-5pm) NSP OL Team Prep Day
Thursday, August 15 (8 hours) UMSL Orientation - NSP OL Team
Friday, August 16 (8 hours) UMSL Orientation - NSP & Global OL Teams
Saturday, August 17 (8 hours) UMSL Orientation - NSP & Global OL Teams
Sunday, August 18 (5 hours) UMSL Orientation - NSP & Global OL Teams

Fall Global + NSP team (September - November—NSP paid 6 hours)

OL Team will connect will come together for social events for our new students, expected to attend if available, (2 hours, per month)

- September (2 hours) Orientation Teams Attend New Student Social Event
- October (2 hours) Orientation Teams Attend New Student Social Event
- November (2 hours) Orientation Teams Attend New Student Social Event

OL End of Semester Celebration (NSP paid 3 hours)

TBD Before Winter Break (1pm-4pm) OL Team End of Semester Celebration

January 2025 Global Team (NSP paid 84 hours)

Tuesday, January 7 Global OL Team Move-in Oak Hall if live on campus
Wednesday, January 8 (9am-12pm, 1pm-5pm) Global OL Team Prep Day
Thursday, January 9 (9am-12pm, 1pm-5pm) Global OL Team Prep Day
Friday, January 10 (8 hours, various times) Global OL Team Airport Pick-up Day
Saturday, January 11 (various times 5 hours) Airport Pick-up Shifts or Day off - Global OL Team
Sunday, January 12 (various times 5 hours) Airport Pick-up Shifts or Day off - Global OL Team
Monday, January 13 (10 hours) Global Orientation - Global OL Team
Tuesday, January 14 (5 hours) Global Orientation - Global OL Team
Wednesday, January 15 (10 hours) Global Orientation - Global OL Team
Thursday, January 16 (shifts 5 hours) Global Orientation - Global OL Team
Friday, January 17(8 hours) UMSL Orientation Or Prep Day TBD - NSP & Global OL Teams
Saturday, August 17 (12 hours) UMSL Orientation TBD- NSP & Global OL Teams

January 2025 NSP Team (NSP paid 44 hours)

Monday, January 13 NSP OL Team Move-in Oak Hall if live on campus
Tuesday, January 14 (9am-12pm, 1pm-5pm) NSP Team Prep Day
Wednesday, January 15 (9am-12pm, 1pm-5pm) NSP Team Prep Day
Thursday, January 16 (9am-12pm, 1pm-5pm) NSP Team Prep Day
Friday, January 17 (8 hours) UMSL Orientation Or Prep Day TBD - NSP & Global OL Teams
Saturday, August 17 (12 hours) UMSL Orientation TBD- NSP & Global OL Teams

Spring 2025 Global + NSP team (February - April—NSP paid 6 hours)

OL Team will connect will come together for social events for our new students, expected to attend if available, (2 hours, per month)

- February (2 hours) Orientation Teams Attend New Student Social Event
- March (2 hours) Orientation Teams Attend New Student Social Event
- April (2 hours) Orientation Teams Attend New Student Social Event

Additional Opportunities:

- Team Meetings or Additional OL tasks as needed - paid experiences
- Team Socials & Professional Development Opportunities - not paid but could be an opportunity for growth and fun!