



Office for New Student Programs

Beacon Beginnings:

Orientation Leader

Position Description & Application

January 2013 – January 2014

The Office for New Student Programs seeks motivated, high energy UMass Boston students to hire for the 2013 Orientation Leaders Staff. Applications are available in the **Office of New Student Programs**, Campus Center, 2nd Floor, the **Office of Student Activities and Leadership**, Campus Center, 3rd Floor and in the **Office of the Dean of Students**, Campus Center 4th Floor. The application deadline is **October 12, 2012 by 5:00pm**, *late applications will NOT be accepted.*

Position Summary:

Beacon Beginnings Orientation Leaders will assist with the implementation of the First Year, Transfer, Family Orientation Programs and Welcome Week Events. As ambassadors of UMass Boston, Orientation Leaders help new students and their families make a smooth transition to the campus community. Orientation Leaders are extensively trained to be familiar with UMass Boston resources, academic departments, the advising and registration system, and the campus community as well as campus life outside of the classroom. They are passionately committed to the campus and are advocates for student success.

Roles and Responsibilities:

Although the following list is not all inclusive, it contains the primary roles, responsibilities, and expectations of a Beacon Beginnings Orientation Leader.

- Possess excitement and pride for UMass Boston and a strong interest and desire to help new students and their families make a positive transition to the UMass Boston Community.
- Exhibit leadership potential and a commitment to the mission of Beacon Beginnings & the Office for New Student Programs.
- Demonstrate the ability to problem solve, demonstrate critical thinking skills, manage conflict, and remain flexible under pressure.
- Communicate with new students and their parents/families prior to orientation in an effort to encourage attendance in the program.
- Exhibit strong customer service and interpersonal skills, as well as the ability to work effectively with a diverse group of team members and diverse populations of students and families.

- Give a **guided campus tour** of the campus that connects new students and their parents/families with support services and facilities on campus and provides information about the UMass Boston campus culture, history, and tradition.
- Assist and serve as a **role model** to new students in making personal and academic adjustment to UMass Boston by providing information, advice, and guidance.
- Serve as **small group leader** to acquaint new students and their parents/families with the nature, structure, policies, and resources at UMass Boston.
- Share with new students the importance of **involvement in the campus** community.
- Model the UMass Boston campus spirit by giving short performances/skits to audiences of new students and their parents/families.
- Describe pressures and potential sources of stress in the college experience (i.e., parental pressures, anxiety, career and/or major indecision, time management, relationship pressures, feelings of isolation, etc.) and personal experiences in resolving such conflict.
- Assist in the administrative preparation of each orientation session (including stuffing folders, set-up and staffing, phone calls, check-in, and follow-up).
- **Actively and fully participate in training & leadership course required** for the Beacon Beginnings Orientation Leader position which will take place ***throughout the Spring Semester***. *All orientation leaders will be enrolled in a one- credit leadership training course.*
- Familiarize and assist new students with academic advising and the registration process.
- Respect privacy and confidentiality in relation to working with new students and their family members.
- Model appropriate and responsible behavior.
- Represent UMass Boston in an honest and positive manner.
- Maintain a professional attitude at all times.
- Show a willingness to learn new things and have an open mind to new experiences.
- Have the ability to work under various levels and types of supervision.
- Commit to participate in **ALL** pieces of Beacon Beginnings and Fall 2013 and Winter 2014 commitments (e.g. Welcome Weeks, Freshman Investiture, etc.)
- Wear a clean and well-kept uniform of khakis and closed-toe shoes with the provided uniform shirt.

Characteristics: *New Student Orientation Leaders must possess the following personal qualities:*

Maturity, reliability, flexibility, initiative, motivation, enthusiasm, dedication, professional demeanor, quick learning, strong work ethic, patience, and high energy level.

Required Qualifications:

- Must be UMass Boston undergraduate student and must have completed at least 12 credit hours at UMass Boston by the start of the Spring Semester.
- Must be returning to UMass Boston for the next academic semester (Fall 2013).

- Students graduating in the Spring of 2013 may not be eligible to apply, unless students are enrolled in summer courses. *Note: This will be handled on a case-by-case basis.*
- Must be in good academic and judicial standing. Candidates cannot be on academic or disciplinary probation.
- Must be available to enroll in a **weekly** training & leadership course (for-credit) throughout the Spring 2013 Semester (dates and time TBD).
- Must attend a mandatory Orientation Staff Retreat early in the Spring 2013 Semester (dates and times TBD).
- All selected Orientation Leaders must be available to work throughout the Summer 2013 and Winter 2014 (*unless graduating in Dec 2013*) months for all freshman, transfer, and international Beacon Beginnings orientation dates.

Compensation:

- Orientation Leaders will average of 10- 20 hours per week, when working during the Summer months (May- August 2013) and over the Winter sessions (December 2013- January 2014).
- Orientation Leaders will also be compensated for time spent at the Orientation Staff Retreat, Spring Semester Training and Orientation Sessions in the Summer 2014 and for Welcome Week commitments.
- Breakfast and Lunch will be provided for Orientation Leaders when they are working sessions.
- Parking passes will be provided on Orientation dates only.
- Orientation apparel and other items will also be provided.
- Total wage: ~ \$10 - \$11 per hour or the stipend equivalent (will be finalized upon offer).

Job Application Checklist:

- _____ Applications are available in the **Office of New Student Programs**, Campus Center, 2nd Floor, the **Office of Student Activities and Leadership**, Campus Center, 3rd Floor and the **Office of the Dean of Students**, Campus Center 4th Floor.
- _____ Application and *two references* (preferably, one should be from a UMass Boston faculty or staff member) must be submitted with completed application. *Contact information is acceptable, letters are not required.*
- _____ Applicants must participate in a 75-minute group interview (a date must be selected on the job application).
- _____ If selected to continue in the process after the group interview, applicants must participate in a 15-30 minute individual interview.
- _____ To be considered, completed applications must be submitted to the **Office of New Student Programs** or the **Office of the Dean of Students** no later than **October 12, 2012 at 5:00pm.** (*This deadline is strictly enforced*).



University of Massachusetts Boston
New Student Orientation Leader
Application
Summer 2013
Return to the Office of New Student
Programs (CC-2-2401) or the Office of the
Dean of Students (CC-4-4100) on
October 12, 2012 by 5pm.

Date: _____ Student ID: _____

Last Name: _____ First Name: _____

Local Address: _____

Phone: _____

Email: _____ Undergraduate Level/year: _____

Federal Work Study (Yes/No): _____ Work Study Allotment (\$\$) _____

College/Major: _____ Expected Graduation Date: _____

Cumulative GPA: _____

Have you worked on campus previously? (Yes/No) If Yes where: _____

Do you currently work on campus? (Yes/No) If Yes where: _____

EMPLOYMENT HISTORY:

Dates of Employment	Name of Organization	Title of Position	Duties & Responsibilities	Reason for Leaving

Please type out your responses to the following questions and attach them to the application.

1. Please state why you are interested in being a Beacon Beginnings Orientation Leader.
2. What characterizes an effective Orientation Leader and what unique qualities would you bring to the orientation team?
3. What is the one piece of advice you would give to an incoming first year student?
4. What do you see as the role of Beacon Beginnings: New student Orientation at UMass Boston?

Please list the names, titles, emails and telephone numbers of two references (preferably, at least one reference should be from a UMass Boston faculty or staff member).

Name:	Title:	Phone #:	Email:
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Optional Informational Sessions:

Wednesday, September 26 – 11:45am – 12:15pm (CC-2-2545)

OR

Wednesday, October 3 – 4:30pm – 5:00pm (CC-2-2545)

OR

Thursday, October 4 - 3:30pm – 4:00pm (CC-2-2545)

I am available to attend one the following group Interview (*please check your preferred date*):

___ Oct. 23, 3:30-5:00pm

___ Oct.24, 5:30-7:00pm

If you are unable to attend any of these sessions **due to a class conflict, then please contact the Office of New Student Programs directly by emailing orientation@umb.edu or calling (617) 287-5813.*

I declare the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment. I authorize you to verify any and all information provided above.

Signature: _____ Printed Name: _____

Date: _____

To be considered, completed application along with a copy of your unofficial transcript must be submitted with your applications to the Office of New Student Programs (Campus Center, 2401) or Office of the Dean of Students (Campus Center, 4th Floor) no later than October 12, 2012 at 5:00pm.



Orientation Leader Recruitment 2013

IS IT IN YOU?!

You have started the process to become a part of the tradition as a member of the **2013 Orientation Staff!** Now that you have the application, here's what you need to complete the process:

1. Attend an *optional* information session to learn more about the OL position and the application process:

Wednesday, September 26 - 11:45am - 12:15pm (CC-2-2545)

OR

Wednesday, October 3 - 4:30pm - 5:00pm (CC-2-2545)

OR

Thursday, October 4 - 3:30pm - 4:00pm (CC-2-2545)

2. Complete your application & bring it *in person* to: **The Office of New Student Programs (2nd Floor of the Campus Center) OR the Office of the Dean of Students (4th floor Campus Center) by 5:00pm on October 12, 2012.**

When you hand in your application, make sure you remember which Group Interview you signed up for:

Dates and Times for Group Interviews:

October 23, 3:30-5:00pm

OR

October 24, 5:30-7:00pm

3. Following the group interview, you may be contacted to schedule a 20-minute interview with the Orientation Leader Selection Committee as part of the process.

If you have any questions, please contact the Office of New Student Programs at (617) 287-5813 or orientation@umb.edu. Good luck!!!