Office of Orientation & Transition Programs
New Student Orientation Leader (OL)
2018-2019 Position Description

Position Description: The Orientation Leader (OL) position provides students the unique leadership opportunity to officially welcome new Blue Hens to the University of Delaware! OLs are hired to ease the transition of new first year, transfer, and international students, and their families as they begin their relationship with UD. OLs aid in the academic, social, and cultural acclimation to the university. OLs also serve as a resource for new students and their families by providing honest and current information about any and all aspects of UD. Through this leadership position, OLs are also able to gain essential skills that are easily transferable into their professional careers and life after UD. OLs are official representatives of the Office of Orientation & Transition Programs (OTP), the Division of Student Life, and the University of Delaware, and should act accordingly with professionalism and good judgment.

This packet is meant to provide important information for students interested in being an Orientation Leader. To officially apply, please go to https://sites.udel.edu/nso/

As part of your application, you will be asked to indicate that you have read and understood the information provided in this document.

*Online Application Deadline: Sunday, October 7, 2018 by 11:59pm*

Part One: Important Dates (subject to change)
Please review the following details regarding the Orientation Leader role and expectations of the position. Any questions about the information listed below should be directed to the OTP office at 302.831.3313 or newstudentorientation@udel.edu prior to submitting your application

2018-2019 Timeline (subject to change)

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>September 24-October 7</td>
<td>OL Applications Available, Interest Meetings &amp; Tabling Occur</td>
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<tr>
<td>October 7</td>
<td>OL Applications Due</td>
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<tr>
<td>October 16-19 &amp; 25-26</td>
<td>OL Group Interviews (upon invitation)</td>
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<tr>
<td>November 7-16 &amp; 26-30</td>
<td>OL Individual Interviews (upon invitation)</td>
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<td>December 6</td>
<td>OL Third Interview (upon invitation)</td>
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<td>December 11</td>
<td>OL Selection Notification</td>
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<td>December 13</td>
<td>NSO Holiday Party (upon invitation)</td>
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<td>February 7-8</td>
<td>Winter NSO (not required but encouraged as a shadowing opportunity)</td>
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<tr>
<td>February 13-May 22</td>
<td>OL Class meets weekly; 5-7pm on Wednesdays</td>
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<td>March 15-17</td>
<td>NODA Region VIII Conference, Virginia Tech</td>
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<td>June 8</td>
<td>OL Move In</td>
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<tr>
<td>June 9-24</td>
<td>OL Retreat and Training</td>
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<td>June 25 - July 24</td>
<td>Summer NSO Sessions</td>
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<tr>
<td>July 25</td>
<td>OL Wrap Up &amp; Banquet</td>
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<td>July 26</td>
<td>OL Move out</td>
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<tr>
<td>August 20-23</td>
<td>August NSO Prep &amp; August NSO ( *exempt if graduating May 2019)</td>
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<tr>
<td>August 24-28</td>
<td>1743 Responsibilities ( *exempt if graduating May 2019)</td>
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Part Two: Eligibility Requirements & Position Expectations

- OLS must have attended the University of Delaware for at least one semester as a full time student prior to January 2019
- OLS must enroll as a full time student and maintain undergraduate status through Spring 2019 and
- OLS must have and maintain a minimum 2.5 cumulative GPA
- OLS must be in good academic and disciplinary standing with the university
- OLS must not take any Summer 2019 classes
- OLS must commit to an employment period that formally begins in February 2019 and formally ends in September 2019
- OLS must role model behavior that is reflective of a campus leader, both in person and through written communication and social media
- OLS must possess strong communication and interpersonal skills
- OLS must display strong work ethic and be willing to work the expected and unexpected hours necessary to implement a successful OL & NSO experience
- OLS must display professionalism, maturity, reliability, flexibility, inclusivity, and school spirit!
- OLS must be committed to having a new learning experience
- OLS will be on time for all official NSO trainings, programs, and activities
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- OLS must be committed to having a new learning experience
- OLS will be on time for all official NSO trainings, programs, and activities
- OLS will register for and attend the Orientation Leader Training course, which will meet weekly on Wednesday evenings from 5-7pm from February 13-May 22, 2019 (this course is a one-credit, pass/fail course. Specific location and curriculum information will be provided in January 2019)
- OLS will attend the NODA Region VIII Conference being held at Virginia Tech from March 15-17, 2019. (OLS will leave campus in the early morning of Friday, March 15 and return the evening of Sunday, March 17.) Attendance is a MANDATORY requirement of the position)
- OLS will attend Retreat and Training from June 8-24, 2019, during which time all activities will be coordinated by NSO staff, and OLS will be expected to work 7am-11pm on weekdays and various times on weekends
- Beginning June 8, 2019, all OLS will live on-campus with at least two OL roommates
- Beginning June 8, 2019, all OLS will have no other employment commitments outside of the OTP office
- OLS will be present for all first year and transfer orientation sessions during June and July 2019. NSO sessions occur on weekdays from June 25-July 24, 2019 with the exception of the July 4th holiday. OLS will be expected to work from 5:30am-6pm on NSO days, and some evening work hours may also be assigned.
- OLS will participate in the OL wrap up day & banquet on July 25, 2019.
- OLS will return to campus/Newark on August 20, 2019 and attend a team meeting to prepare for August NSO. (Early move-in will be arranged by the NSO Office for OLS living on-campus. RAs and students in Marching Band are the ONLY students who will be exempt from these programs).
- OLS will be present for August NSO prep and programs between August 21st-23rd, 2019.
- OLS will assist with 1743 through "We Are Blue Hens", "Ask Me" tents, and Activities Night. These events take place August 24-28, 2019. (RAs and students in Marching Band are the ONLY students who will be exempt from “We are Blue Hens”)
- OLS will abide by the NSO dress code
- OLS will participate in goal setting and formal performance evaluation activities throughout their employment, and will meet with their assigned Student Coordinator and/or OTP Staff member on a regular basis
- OLS are encouraged to participate in staff development opportunities throughout the year
- OLS will not be absent without notice
- OLS will commit to a high level of personal ethics and responsibility during employment. As such, OLS will abide by all of the policies within the University Of Delaware Student Code Of Conduct as well as all federal, state, and local laws. Any violation of the Student Code of Conduct or any federal, state, or local law is grounds for termination and potential referral to the Office of Student Conduct.

Please read the 2018-2019 Code: [http://www1.udel.edu/stuguide/18-19/code.html](http://www1.udel.edu/stuguide/18-19/code.html)
Part Three: Compensation

Students who serve as an Orientation Leader will be compensated with the following:

- $2200 stipend (amount pre-tax) to be distributed bi-weekly during the summer months
- Registration, travel, and meals as part of the NODA Region VIII conference, March 15-17, 2019
- On-campus housing from June 8-July 25 (all OLs are required to live on campus during this time frame)
- Breakfast, Lunch, and Dinner daily from June 8-July 25
- Three uniform polo shirts and one uniform jacket

Part Four: Application and Interview Process

Students who wish to apply for an Orientation Leader position will complete the following:

- Complete an online application at www.udel.edu/nso/, which includes agreeing to a statement that you have read and understand all the information included in this document.
- After submitting your application, it will be reviewed by OTP Staff. Due to the high number of applications received, not all students who submit an application will be interviewed.
- Candidates who are selected for a Group Interview will be notified via email by Wednesday, October 10, 2018. Candidates will then need to sign up for a Group Interview time, which will take place October 16-19 & 25-26, 2018. You may contact the OTP Office by phone at (302) 831-3313, or in person at 231 Trabant University Center to sign up. The Group Interview will take place during a 2 hour time block (locations vary) and will involve a series of activities in which you will interact with other candidates and be observed by OTP Staff.
- Candidates who are invited for an Individual Interview will be notified by Friday, November 2, 2018 and will be asked to schedule their interview to take place one day between November 6-16 or November 26-30, 2018. The Individual Interview will take place in Trabant and will involve candidates meeting with NSO Staff, former OLs, and/or other UD Staff.
- Candidates who are invited for a Third Interview will be notified by Tuesday, December 4, 2018. The Third Interview will take place on Thursday, December 6, 2018 at 6:00pm (location TBD) and will involve large and small group activities among the final candidates. All candidates must be available for this interview time.
- Final notification for Orientation Leader selection will be sent by December 11, 2018.

Any further questions about this information, the Orientation Leader position, or the Orientation Leader selection process should be directed to the office of Orientation & Transition Programs at newstudentorientation@udel.edu or (302) 831-3313.

Thank you for your interest and application!