Thank you for your interest in the Orientation Leader position.

This year we seek to recruit hard working, humble, and enthusiastic undergraduate students to help guide new students through their transition to Emory University.

MISSION + PURPOSE

New Student Programs equips students with the knowledge, skills, and connections to begin or continue their Emory education.

We coordinate programs for first-year students, transfer, students, and their family members. We also support Oxford College graduates in their transition to the Atlanta campus.

The New Student Orientation program is a collaboration between Emory College of Arts and Sciences and Emory Campus Life to prepare students for their future in the Emory University learning community.

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OL EXPECTATIONS

Orientation leaders serve as a university liaison to all new students and families and have the responsibility of representing the university during an intensive, week-long orientation session held the week prior to the start of classes.

The following expectations have been established to ensure the best possible experience for new students, their families, the Orientation Staff, and fellow Orientation Leaders. Orientation Leaders are expected to:

- **Exhibit** qualities of humble, hard-working, and enthusiastic.
- **Actively** participate in all aspects of Orientation with a positive and professional attitude.
- **Seek** to make all new students and their families and/or guests feel welcome.
- **Make** every effort to present Emory University in the best light possible.
- **Be early** or on time to all training and Orientation-related events.
- **Dress appropriately** and follow orientation staff dress code as established during training in August.
- **Abide** by all university policies and standards of student conduct.
- **Actively promote** all campus activities and organizations with which students should be familiar or in which they express interest.
- **Consistently** and reliably **act with integrity**.

OL RESPONSIBILITIES

Typical Responsibilities of an Orientation Leader include:

- Attending all mandatory dates as outlined on the following page.
- Assisting incoming students and their families as they move into their residence halls.
- Contributing to the logistical set up and tear down of Orientation week events.
- Guiding new students through Orientation events and activities.
- Leading various small group discussions related to academic advising, class registration, new student challenges, and finding community.
- Assisting faculty/staff in academic advising for incoming students.
- Escorting new students to Carter Town Hall.
- Other duties as assigned.
All applicants should:

- **Exhibit** attitudes of humility and servant leadership.
- **Demonstrate** strong work ethic and initiative.
- **Have pride** in being an Emory student and be eager to share their experience.
- **Be involved** in the campus community.
- **Desire** to be a role model on campus and in the community.
- **Have high standards** of ethical behavior and professionalism.
- **Have a positive attitude.**
- **Work well under pressure.**
- **Be creative**, flexible, and have a sense of humor.
- **Exhibit a strong commitment** to becoming informed and knowledgeable about the university’s academic policies, procedures, deadlines, and various advising systems.
- **Demonstrate** the ability to work with a diverse group of people, including students, families, faculty, and staff.

All applicants must:

- Be a full-time Emory University undergraduate student and remain enrolled through the 2020 fall semester.
- Have completed 12 credit hours at Emory University by January 2020.
- Not be studying abroad during Fall 2020.
- Not be attending the Business School Retreat during August orientation.
- Not be on academic or disciplinary probation as defined by the Emory University Honor Code and Undergraduate Code of Conduct.
- Have a cumulative GPA of 3.0 or higher at the time of application and maintain a 3.0 throughout employment (circumstances such as a disability, which may have impacted GPA, will be considered on an individual basis).
- Not hold a student position in Residence Life (as an RA, SA, SRA, CC, CA, or FA) or participate as a peer leader for a Pre-Orientation Program (i.e. International Student Welcome, SOAR, Ignite Leader, STEM, etc.) during the 2020 fall semester.
**IMPORTANT AND MANDATORY DATES**

The following dates are **mandatory commitments** for this position.

Should you have any questions about these dates or if you know you have conflicts, please contact Blaise Bolemon at blaise.bolemon@emory.edu as soon as possible. Few exceptions will be made for absences given the importance of this role to the Emory community.

*Please note,* Though unlikely, dates above are subject to change. Any changes will be communicated in a timely manner. If times of day are not indicated above, assume you will be busy for the duration of the day. Detailed schedules will be provided for training and orientation in August.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Wed., February 12 NOON</td>
<td>Orientation Leader Application Opens</td>
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<tr>
<td>Sunday, February 23 11:59PM</td>
<td>Orientation Leader Applications Due</td>
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<tr>
<td>Wed., March 11</td>
<td>Final date to select Individual Interview Time</td>
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<tr>
<td>Saturday, March 21 9AM - 5PM</td>
<td>Orientation Leader Individual Interviews - Please hold this date until further notice</td>
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<tr>
<td>Wed., March 25</td>
<td>Applicants notified of Final Decisions</td>
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<tr>
<td>Saturday, March 28 8AM - 8PM</td>
<td>Orientation Leader Spring Retreat</td>
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<tr>
<td>Thursday, August 13 or Friday, August 14</td>
<td>Orientation Leader Move-In</td>
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<tr>
<td>Friday, August 14</td>
<td>FOR SPRING 2020 OXFORD GRADUATES</td>
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<tr>
<td>SATURDAY, AUGUST 15 - THURSDAY, AUGUST 20</td>
<td>Orientation Leader Training</td>
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<tr>
<td>Friday, August 21</td>
<td>Orientation Preparation Day and Welcome Wagon</td>
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<tr>
<td>Saturday, August 22 - Tuesday, August 25</td>
<td>Orientation Week 2020</td>
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<tr>
<td>Mid-September</td>
<td>Carter Town Hall</td>
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**APPLICATION PERIOD**

**OL COMMITMENTS**

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READY TO JOIN OUR TEAM?

APPLICATION AND INTERVIEW INFORMATION

- Candidates should submit their online application by Sunday, February 23 at 11:59 PM. Absolutely no late applications will be accepted.
- The online application can be found through our website at college.emory.edu/orientation
- Candidates who are selected from the online application will proceed to an individual interview.
- Interviews will take place on Saturday, March 21st between 9:00 AM and 5:00 PM.
- All interviews will last approximately 20 minutes and are a mandatory component of the application process.
- Further information will be provided on how to proceed if you are studying abroad or are unable to attend our interview day for serious, extenuating circumstances (which will be reviewed on an individual basis).

We look forward to reviewing your application to be an Orientation Leader!

If you have any further questions related to the OL position or selection process please feel free to reach out to the contact information listed to the right.

Staff Contact
Blaise Bolemon
blaise.bolemon@emory.edu

Office Contact
404.727.9000
ec.orientation@emory.edu
@TowardEmoryATL

Click Here to Apply Online at college.emory.edu/Orientation