<p style="text-align:center">Returning Orientation Leader (ROL)</p>

Job Description: Returning Orientation Leaders (ROLs) are responsible for welcoming and orienting incoming students, families, and guests to West Chester University during all New Student Orientation programs offered for incoming students.

Responsibilities:

- Lead and guide a group of up to 25 incoming students throughout their orientation day
- Educate incoming students about campus resources, involvement opportunities, and policies/procedures
- Work all mandatory training and orientation events
- Facilitate icebreakers with incoming students in small and large groups
- Conduct 30–45-minute campus walking tours as a part of the orientation leader role
- Engage with WCU family members and guests to assist with New Student Program events
- Orientation day-of logistics including check-in, event set-up, providing on-site directions, etc.
    - Event set-up can include, but is not limited to, lifting items such as tables and chairs
- Serve as a role model and mentor to incoming students as they make their transition to college and throughout the student's first semester
- Engage in virtual communication with new students including email campaigns, Zoom meetings, and other virtual events when deemed appropriate
- Help in the management and facilitation of events during Welcome Week
- Engage with first-year students throughout their fall semester which can include in-person meet and greets, office hours, virtual meetings, social events, email check-ins, etc.
- Serve as a mentor to first-time Orientation Leaders
- Lead training activities and sessions for first time Orientation Leaders
- Assist in recruitment of Orientation Leaders which can include tabling events and co-facilitating interviews
- Assist with the preparation of orientation and welcome week logistics including stuffing parent bags, transporting orientation or welcome week tents, signs, and other materials, etc.

Expectations:

- Take initiative and be task oriented
- Attain adaptability through continual change and new opportunities
- Exemplify organization and attention to detail
- Demonstrate an appreciation of cultural differences and support diversity and inclusion
- Possess a sincere desire to serve WCU's incoming students, families, and guests
- Demonstrate an understanding and show insight for the purpose of orientation
- Demonstrate effective leadership skills
- Support all University policies and procedures, faculty, and staff
- Communicate effectively in a public setting and within a team environment
- Support the mission, vision, values and goals of the Office of New Student Programs and enrollment management efforts, the Division of Academic Affairs, and West Chester University

Requirements:

- Current WCU Degree Seeking undergraduate student and enrolled in classes for spring 2024 and fall 2024 semesters. Must remain in active enrollment with the University for duration of position.
- Must have completed at least one year as an Orientation Leader at WCU
- Comply with the University Student Code of Conduct and be in good standing as a full-time WCU student
- Must comply with all public health mandates as they arise (i.e., wearing a mask etc.)
- **Must have the availability to attend all training, orientation, and welcome week dates. All conflicts must be brought to New Student Program's attention in writing during the interview process and before accepting a position. Candidates will not be considered if they need to miss any more than 2 dates (inclusive of training, orientation, or welcome week).**

Compensation

- Returning Orientation leaders will be paid between $11.50 per hour.
- On-campus housing during the weeks of June/July orientation & training (optional)
- Early move-in opportunity for those living on campus in Fall 2024 for working Transfer Orientation and Welcome Week events
- Meal swipes into the Commons Dining Hall for weeks working orientation events and training
- New Student Programs branded polo, rain jackets, and other spirit-gear

Orientation 2025 dates will be released at a later time