POSITION OVERVIEW
The Orientation Leader (OL) team is a group of proud, responsible UIC student leaders that assists new students, families and guests at new student orientation programs as well as other campus transition events on behalf of New Student and Family Programs (NSFP). Orientation Leaders are the face of the UIC community, serving as stewards of the university and helping future generations of Flames in their transition to campus. They share their experience and act as mentors and leaders to new students at UIC.

As vital members of UIC Orientation team, these paid student leaders enjoy a memorable experience while providing a valuable service to the University. This student leadership opportunity provides a chance for personal and professional growth. You can expect long working days, lots of UIC knowledge about campus resources, an office that seeks to create a fun and hardworking culture, and the ability to be a role model and have an immense impact on thousands of new UIC students. This position is a big commitment, but will also be a life-changing experience that will continue you on a pathway to success at UIC and beyond!

QUALIFICATIONS FOR APPLICATION AND/OR EMPLOYMENT
Applicants must meet the following criteria:
- Be a currently enrolled, degree-seeking undergraduate student at UIC.
- Plan to stay enrolled as an undergraduate student through the fall semester of 2022.
- Possess and maintain minimum cumulative 2.5 GPA throughout employment (preferred).
- Possess and maintain good academic and judicial standing with the university.
- Maintain full-time student status throughout the entire experience (excluding the summer).
- Understand and abide by NSFP’s and UIC’s mission and policies as well as all applicable local and state laws.
- Abstain from other on/off-campus employment opportunities and/or summer classes Monday through Friday during the hours of 7am-11pm during summer programs including May, June, July and parts of August.
- Consent to and pass a criminal background check.
- Meet all applicable Student Employment eligibility requirements, as well as completing and submitting all necessary paperwork and I-9 documents. Please note: International Students who have never had a UIC on-campus job before must be able to complete their hiring paperwork on-campus, in person.
- Possess a valid, functional UIC i-Card in order to be entered into the payroll system to be paid.
- Live in an office-assigned residence hall space during summer programs.

ADDITIONAL DESIRED QUALIFICATIONS
UIC Orientation seeks candidates who desire to assist others, seek opportunities to learn and grow, exhibit leadership potential, adhere to a strong code of ethics, exhibit potential for interpersonal and group communication skills, and the ability to work with and support a diverse group of people. Qualities that we specifically look for in candidates include: maturity, motivation, responsibility, enthusiasm, initiative, team-focused, self-esteem, punctuality, and goal-oriented.

APPLICATION PROCESS
Below are the main steps in the application process:
1.) APPLICATION: Starting in October, submit the Orientation Leader application found at https://orientation.uic.edu/about/leaders/.
2.) GROUP INTERVIEWS: After the application closes, you’ll be contacted via your UIC email as to whether you will be moved on in the selection process. Those selected to move forward will be asked to attend a group interview. The group interviews will occur in December/January.
3.) INDIVIDUAL INTERVIEWS: After group interviews, you’ll be contacted via your UIC email as to whether you will be moved into the final selection. Selected candidates will do a 30-minute individual interview with our team. The individual interviews will occur in January.
4.) SPRING TRAINING: After individual interviews, applicants will be notified if they have been selected to partake in a spring training course. This course will occur Fridays from 2-4pm, and offers students a chance to learn more about what a means to be a leader and work collaboratively with others. Specific dates will be shared during the selection process. While Spring Training is not required to be selected for the Orientation Leader team, it is strongly encouraged. During final selection, preference will be given to individuals who complete the class.
5.) FINAL SELECTION: Positions will be sent via UIC email on a rolling acceptance. This means that the process will continue until all team spots are filled. The final team selection will occur in March.
COMPENSATION
Team members receive the following compensation as part of their employment:
1.) A base pay of $13.00 pre-tax per hour (subject to change based on rates provided by University). Payment processed bi-weekly.
2.) On-campus housing, shared with another UIC Orientation team member, during summer training and orientation programs. Interim Housing outside of summer orientation programs would be provided by NSFP if there is a need for additional working hours between the end of the Spring semester and start of summer programming and/or between end of summer and the start of Fall semester
3.) Team apparel/uniforms and other NSFP giveaways
4.) Certain meals during trainings and programs

TERMS OF EMPLOYMENT
Individuals selected to serve on the team are expected to understand the terms of employment:
1.) LENGTH OF ROLE: This position commences in May 2022 and concludes January 2023.
2.) REQUIRED COMMITMENTS: Orientation Leaders are expected to fully participate in the following commitments:
   a. Summer Training: May 16th – May 24th, 2022 (every weekday from 8:30am-5:00pm)
   b. Staff Weekend Retreat: In May – dates TBD (at off-campus location - housing/transportation provided)
   c. Summer Orientation Programs: Students should be prepared to work several hours Monday-Friday over the course of the Summer months, May through August. These sessions begin around 6:30am and end between 5pm and 10pm, depending on assigned shifts.
   d. UIC Convocation: August 21st, 2022 from 9:00am-6:00pm
   e. Spring Orientation Programs: December/January (Dates TBD)
   f. Other required trainings or events as needed (advance notice will be given)
3.) ADDITIONAL OPPORTUNITIES: Throughout the duration of employment, students may have the ability to partake in additional programs and initiatives, including but not limited to Weeks of Welcome, Family Weekend, Student Engagement Ambassador hours, etc.
4.) TIME OFF: Orientation Leaders will have the opportunity prior to the start of summer to request some days off. The final decision with approving this time off will be that of the NSFP staff. After the work schedule has been finalized, time off will be limited to an emergency basis only.
5.) OVERNIGHT RESPONSIBILITIES: First-year orientation sessions require participants to stay overnight. Orientation Leaders may be required to stay in a provided residence hall room (separate from their permanent, office-assigned summer space) for some of the First-Year Orientations as a function of their work responsibilities. This would occur starting at 9pm on Day 1 and end at 6:30am on Day 2.
6.) OTHER EMPLOYMENT: Throughout the main summer orientation season (May – August), students cannot have additional hourly, on-campus employment. Any considerations must be presented to Professional Staff before applying. Additionally, it is recommended that Orientation Leaders DO NOT hold other off-campus employment during spring training and summer orientation programs from May until late August. Should off-campus employment be absolutely necessary, Orientation Leaders must schedule other responsibilities around their Orientation Leader job duties and be sure that it does not require them to arrive late, leave early, or miss a scheduled event, training, or orientation program. Any outside work cannot impact job performance of the Orientation Leader role.
7.) SUMMER CLASSES: Orientation Leaders are not allowed to take in-person classes during any of the Summer Terms. If an Orientation Leader is considering an online course, it cannot require them to miss any part of a scheduled program and cannot impact job performance in any way.
8.) ACADEMIC AND CONDUCT STATUS: Orientation Leaders must maintain a minimum cumulative 2.5 GPA throughout employment and be in good academic and judicial standing with the university.
9.) ADHERANCE TO CAMPUS AND STATE POLICIES: understand and abide by UIC Orientation’s and the university’s mission and policies as well as all applicable local and state laws. Violations can result in immediate termination in role and compensation.
10.) ATTIRE: Orientation Leaders will receive various apparel items for orientation days. Uniforms are the property of New Student and Family Programs and must be returned to the office promptly upon vacating the position for any reason, including dismissal. Orientation Leaders should wear all appropriate parts of the uniform (close-toed shoes, polo, khaki pants/shorts, UIC Orientation jacket, etc.), and cannot wear clothing that is dirty, ripped, inappropriate, or affiliated with any campus organization.
**RESPONSIBILITIES**

The following is a summary of the expectations of our Orientation Leaders in regards to assisting new students and families:

- Welcome new students and their families to UIC and assist them with check-in
- Develop a rapport with new students and their families, especially with those in your small groups
- Help new students assimilate, feel welcome, and get involved in the UIC community
- Be available and willing to answer questions of students and families throughout each program
- Prepare and conduct well-organized, thorough small group meetings and campus tours for new students and families
- Assist students with academic decision-making
- Maintain contact with incoming students after orientation and provide support throughout their transition processes.

The following is a summary of the expectations of our Orientation Leaders in regards to educational duties:

- Communicate information to students about academic resources and student activities/services available at UIC
- Educate students about their responsibilities at UIC by explaining university policies and procedure.
- Share the privileges and responsibilities that come with being part of the UIC community and the role each of our new students plays in contributing to a safe and inclusive university environment
- Assist academic advisors with providing students an understanding of academic requirements
- Share relevant information and deadlines in order to ease students’ transitions into UIC

The following is a summary of the expectations of our Orientation Leaders in regards to administrative responsibilities:

- Attend all training sessions and scheduled meetings
- Be punctual to all orientation activities including trainings, meetings, and orientation programs
- Fully participate with a positive attitude in all assigned duties of orientation and take initiative with unanticipated tasks
- Complete all tasks requested by the professional and office staff to ensure the program proceeds smoothly/effectively
- Set up all orientation materials prior to the start of each program
- Maintain regular communication with supervisors and promptly discuss situations that warrant their attention or action
- Assist all presenters at scheduled programs, meetings, and sessions throughout orientation
- Be supportive and inclusive of all staff members on the orientation staff and of new students and their guests
- Respond appropriately to feedback and evaluations
- Remain flexible at all times to help calmly manage unexpected changes

**QUESTIONS**

If you have additional questions after reading through this informational packet, please do not hesitate to call UIC Orientation (312-996-3271), email us (orhelp@uic.edu), or stop by our office (located in Student Center East, Suite 251, within the Commuter Student Resource Center) between the hours of 8:30am-5:00pm.