

Orientation Leader

THE IMPORTANCE OF STUDENT LEADERS AT KNOX

Student leaders play a vital role in shaping the Knox College experience. While our leadership opportunities are diverse, each has the common goal of enhancing campus life, complementing the academic experience, and upholding the College's values of critical thinking, inclusivity, respect and support. Student leaders are able to affect change on campus through mentoring, advocacy, peer education and program development. They experience the fulfillment of service as well as the added benefit of marketable skills such as communication, conflict resolution, and time management.

Overview of Orientation: Orientation is a transition and retention program. The Orientation experience at Knox College has many components: International Pre-Orientation Program (IPOP), Non-traditional Student Orientation, Parent Orientations, Athlete Orientations, and New Student Orientation.

Duration of appointment: You are expected to participate in training sessions during the spring term and before fall term starts. You are also expected to participate fully during the orientation programs prior to the start of fall term through Pumphandle held the first day of classes of the fall term. You are expected to participate in end of term celebrations. OLs are eligible to volunteer to assist with Athletic orientations in the summer as well as Winter and Spring Term Orientation.

Responsibilities:

- Spring term prior to starting employment (new leaders only): Successfully complete IDIS 130: Introduction to Leadership course (.5 credit).
- Lead an orientation group of about 15-20 new students in discussions related to academics, co-curricular life, and other pertinent topics. Encourage participation in all orientation activities, including Convocation and Pumphandle on the first day of classes.
- Assist staff with planning, organization, and implementation of orientation programs and activities.
- Meet, greet, move in and check in new students, their families and friends when they arrive on campus.
- Work with RAs and professional staff to provide a seamless orientation experience for all new students (international students, transfers, student athletes, non-traditional students, etc.).
- Assist Student Development staff with administrative and

logistical tasks in preparation for orientation, i.e. preparing materials Stuffing parent/family folders, posting signs, setting up tables, etc.

- Speak about Knox College realistically and articulate the positive aspects of Knox College.
- Act as a responsible role model and resource for each new student.
- Other duties that may be assigned.

Qualifications:

- Attend and actively participate in Spring, Summer and Fall training meetings and activities.
- Must be in good academic standing and not be on Conduct Probation
- No serious or frequent conduct infractions.
- Demonstrated commitment to Knox.
- Understanding and appreciation of diversity.
- Demonstrated leadership skills.
- Dependable, honest, positive disposition, outgoing, and friendly.

Compensation:

- Meals during training and new student orientation period.
- Early access as defined by the assigned arrival date to assigned residence hall room.
- \$380 stipend to be paid at the end of the fall orientation period.