

## **ORIENTATION LEADER OVERVIEW**

As a Millersville University Orientation Leader, you become part of a hard-working, committed team collaboratively working to welcome and orient incoming students to the University community. Team members adapt to changing circumstances while working in a demanding, fast-paced environment. Using your own experiences and perspectives, while relying on training in group dynamics, public speaking, and campus resources, you actively engage with students, helping them to navigate campus, explore involvement, understand academic expectations, and address their concerns related to college transition.

## **RESPONSIBILITIES**

- Lead an Orientation Group of new students during EPPIIC Weekend, facilitating meetings, building relationships, and responding to questions from students about university life using personal experiences in a professional manner.
- Help new students become familiar with campus resources, facilities, and processes.
- Encourage students to establish meaningful connections with other new students and share the importance of these connections during their transition to the University.
- Serve as a positive role model for students by demonstrating a commitment to a healthy balance of academic and social life and the EPPIIC values of the University.
- Attend and actively participate in OL training, whether online or on-campus.
- Handle confidential student information with responsibility and care.
- Assist with large-scale orientation programming as requested.
- Participate in critical evaluations and provide feedback for improvements to future Orientations.

## **QUALIFICATIONS**

### REQUIRED

- Knowledge of and enthusiasm for Millersville University.
- An ability to use critical thinking skills to make decisions.
- Responsibility to, and follow-through on, commitments made to work, school, and relationships.
- Be fully available to participate in all training sessions (listed under “Commitments”)
- Sensitivity and commitment to issues of diversity and inclusion.
- An ability to develop positive, healthy, and appropriate relationships with peers.
- A positive attitude and an ability to utilize personal experiences, good and bad, to grow and develop.
- Demonstrated academic progress and/or improvement at Millersville University.

### PREFERRED

- Strong interpersonal communication skills including the ability to communicate ideas clearly and effectively and the ability to help others problem-solve.
- A record of involvement in clubs, civic organizations, organized athletics.
- Be able to work well within a team and take initiative when necessary.

Note: ***All work experience levels are welcome.*** We will provide you with all the training you need to succeed in this position.

## **WORKING CONDITIONS AND PHYSICAL EFFORT**

- Remaining in a stationary position, often standing or sitting for prolonged periods.
- Moving about to accomplish tasks or moving from one worksite to another.

- Repeating motions that may include the wrists, hands, and/or fingers.
- High temperatures.
- Outdoor elements such as precipitation and wind.
- Light work that includes moving objects up to 20 pounds.

## COMMITMENTS

- OL Meet & Greet - **Sunday, April 27, 2025**, from Noon to 5:00 p.m.
- Bi-weekly online “Power Hour” check-ins (60 minutes) from late May through early August 2025.
- OL Training (7.5 hours per day) - **Sunday, August 10 to Wednesday, August 20, 2025**
- EPPIIC Weekend (10-12 hours per day) - **Thursday, August 21 to Sunday, August 24, 2025**

## COMPENSATION AND BENEFITS

Orientation leaders receive:

- A \$1,300 stipend paid biweekly (60+ hours per pay period) in August.
- Orientation leader staff apparel and gear (shirts, clipboards, etc.) as appropriate for the program.
- “Resume worthy” leadership experience.
- The opportunity to develop professional relationships with faculty, staff, and other students.
- Personal well-being derived from serving others in the University community.
- Greater self-confidence, enhanced communication skills, and superior teamwork abilities.
- All meals during intensive training (**August 10 to August 20, 2025**) and EPPIIC Weekend (**August 21 to August 24, 2025**) program.
- If you plan on living on campus in University-managed housing during fall 2025, you will receive housing during training and an opportunity to move in early to your fall residence. Students residing off-campus must make arrangements with their landlords to occupy their rental by August 10, 2025.

## ELIGIBILITY

- You must have completed a minimum of 12 credit hours at Millersville University as of January 2025.
- You must be enrolled as a student for classes in the fall semester of 2025.
- You must be a student in good standing as determined by the Office of Student Conduct and Community Standards.
- You must submit a completed application and may be required to participate in a large group process interview and/or a personal interview.

## GROUP PROCESS INTERVIEW

If you are a new OL candidate:

Based upon the merits of your application, the Orientation Planning Committee (OPC) will notify you as to whether your candidacy will be continued by having you participate in the Large Group Process Interview on **Saturday, March 1, 2025**. There are two sessions scheduled that day, however we cannot at this time tell you to which session you might be assigned. In anticipation of a successful application, you should block out this date from 8 a.m. to 5 p.m. in order to participate in the Group Process Interview.

If you are a re-applying OL candidate:

Based upon the merits of your application, the Orientation Planning Committee (OPC) will notify you as to whether your candidacy will be continued. If you are chosen to continue in the process, you will not be required to participate in the Large Group Interview Process. Instead, you will be assessed on your capacity for teamwork based upon your work last summer as an Orientation Leader.

## **PERSONAL INTERVIEWS**

All candidates advancing past the Large Group Process Interview will be required to have a personal interview. Personal interviews last approximately 15 minutes and are conducted by MU staff and members past and present of the Orientation Planning Committee. Personal interviews will be conducted in-person on:

- **Sunday, March 23, 2025**, between noon - 7 p.m.
- **Monday, March 24, 2025**, between 4 p.m. - 8 p.m.
- **Tuesday, March 25, 2025**, between 4 p.m. - 8 p.m.
- **Wednesday, March 26, 2025**, between 4 p.m. - 8 p.m.

## **DECISIONS**

The Orientation Planning Committee will notify you of its decision via email by **Tuesday, April 1, 2025**. If you are selected to serve as an Orientation Leader, you will need to indicate your acceptance of the offer by no later than **Monday, April 7, 2025**.

## **ADDITIONAL QUESTIONS (PEOPLE ADMIN)**

- Why do you want to be an orientation leader?
- Current cumulative GPA (range)
- Are you a transfer student?
- Are you a first-generation student?
- What are your preferred pronouns?