

Orientation Leader Job Description and Responsibilities:

- Facilitate small group conversations for new students including freshman, international, and transfer students.
- Participate in the Common Read Program and be prepared to co-facilitate discussions with your Orientation Group
- Work collaboratively with various departments on campus to develop a successful orientation experience for our new students.
- Serve as a peer educator and role model within our Johnson community. This includes displaying sensitivity to different cultures and an awareness of multiculturalism; encouraging a commitment to academic success; and exemplifying NVU-Johnson spirit and pride.
- Be a reliable resource. Learn about the resources available on and off campus and share those resources with others
- Attend all Orientation Leader training sessions including being on time, and actively participating in all trainings and workshops throughout the Orientation Program and Orientation Leader contract
- Assist with various administrative tasks, possibly including: orientation packet preparation, response to incoming correspondence, and assignment of Orientation groups.
- Create engaging educational and social opportunities for your Orientation Group during the summer and throughout the fall
- Be positive, helpful and encouraging to your Orientation Team and to your Orientation Group
- Be a supportive team player. The success of the Orientation Program relies on all of us working together, supporting each other and doing our part to welcome students to their new home, their new community
- And much more. The above is just a sample of the expectations of an Orientation Leader