**OFFICE OF ORIENTATION & TRANSITION PROGRAMS**

**NEW STUDENT ORIENTATION LEADER (OL)**

**2024 POSITION DESCRIPTION**

*Position Description:* The Orientation Leader (OL) position provides students the unique leadership opportunity to officially welcome new Blue Hens to the University of Delaware! OLs are hired to ease the transition of the new first-year, transfer, and international students, and their families as they begin their relationship with UD. OLs aid in academic, social, and cultural acclimation to the university. OLs also serve as a resource for new students and their families by providing honest and current information about any and all aspects of UD. Through this leadership position, OLs are also able to gain essential skills that are easily transferable into their professional careers and life after UD. OLs are official representatives of the Office of Orientation & Transition Programs (OTP), the Division of Student Life, and the University of Delaware, and should act accordingly with professionalism and good judgment.

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**Part One: Important Dates Mandatory for Eligibility (subject to change)**

*Please review the following details regarding the Orientation Leader role and expectations of the position before submitting your application:*

**2023-2024 Timeline (subject to change)**

- **October 18**     OL Applications Due at 11:59pm
- **October 25 - November 1**     OL Group Interviews (Invitation only)
- **November 9-10, & 13-16**     OL Individual Interviews (Invitation only)
- **November 30**     OL Final Interview (Invitation only)
- **December 2**     OL Selection Notification
- **December 7**     OL Contracts Due & Payroll Information
- **Spring Semester**     **OL Class meets weekly; 3:35-5:00 pm on Wednesdays**
- **March 15-17**     NODA Region VIII Conference
- **June 2**     OL Move In
- **June 3-14**     OL Training
- **June & July**     Summer NSO Sessions (may have in-person and virtual components)
- **TBD**     OL Wrap Up
- **Week of July 22**     OL Move out
- **TBD**     August NSO Prep & August NSO (*exempt if graduating May 2024)
- **TBD**     UD Welcome Days Responsibilities (*exempt if graduating May 2024)
- **TBD**     Winter 2025 Virtual NSO
Part Two: Eligibility Requirements:

- Ols must have attended the University of Delaware for at least one semester as a full-time student before January 2024
- Ols must enroll as a full-time student and maintain undergraduate status through Fall 2024
- Ols must have and maintain a minimum 2.5 cumulative GPA and be in good academic and disciplinary standing with the University
- Ols must not take any Summer 2024 classes
- Ols must commit to an employment period that formally begins in December 2023 and formally ends in September 2024
- Ols will register for and attend the Orientation Leader Training course, which will meet weekly on Wednesday afternoons from 3:35-5:00 pm in the Spring Semester (this course is a one-credit, pass/fail course and mandatory for this role)
- Ols will attend the NODA Region VIII Conference and attendance is a MANDATORY requirement of the position. More details will be given through the OL recruitment process
- Ols will attend OL Training from June 3-14, 2024, during which time all activities will be coordinated by OTP staff, and Ols will be expected to work 7 am-9 pm on weekdays and various times on weekends
- Beginning June 2, 2024, Ols will move to an on-campus residence hall
- Beginning June 2, 2024, all Ols will have no other employment commitments outside of the OTP office
- Ols will be present for all orientation sessions during June and July 2024. NSO sessions occur on weekdays apart from the July 4th holiday. Ols will be expected to work on NSO days, and some evening work hours may also be assigned. NSO will have both virtual and in-person components
- Ols will participate in the OL wrap-up day TBD
- Ols will be required to work August NSO, dates TBD
- Ols will assist with UD Welcome Days. These dates are TBD. (RAs and students in Marching Band are the ONLY students who will be exempt)

Part Three: Position Expectations:

- Ols must role model behavior that is reflective of a campus leader, both in person and through written communication and social media
- Ols must display a strong work ethic and be willing to work the expected and unexpected hours necessary to implement a successful OL & NSO experience
- Ols must display professionalism, maturity, reliability, flexibility, inclusivity, and school spirit!
- Ols must possess strong communication and interpersonal skills
- Ols will participate in goal-setting and formal performance evaluation activities throughout their employment and will meet with their assigned Student Coordinator and/or OTP Staff member regularly
- Ols will commit to a high level of personal ethics and responsibility during employment. As such, Ols will abide by all the policies within the University of Delaware Student Code of Conduct as well as all federal, state, and local laws. Any violation of the Student Code of Conduct or any federal, state, or local law is grounds for termination and potential referral to the Office of Student Conduct.
- Please read the 2023-2024 Code: https://www.udel.edu/students/community-standards/student-guide/
- Ols will adhere to all COVID-19 guidelines put forth by the University of Delaware, Student Life, Orientation & Transition Programs, and the state, local, or federal government. Team members will be aware that guidelines may change depending on the status of the virus during their tenure as OTP staff members. This may include but is not limited to wearing a mask, social distancing during official and unofficial UD events, reporting COVID-19 symptoms, and testing regularly. Team members should be aware of all self-quarantine and isolation procedures put forth by the University of Delaware and abide by these guidelines. If a team member tests positive, becomes symptomatic or has been knowingly exposed, they should immediately let OTP Professional Staff know. I understand that failure to comply with the most up-to-date COVID-19 policies may result in repercussions from Orientation & Transition Programs, as well as the Office of Student Conduct. COVID-19 Student Guidelines: https://www.udel.edu/home/coronavirus/
Part Four: Compensation

Students who serve as an Orientation Leader will be compensated with the following:

- $2200 stipend (amount pre-tax) to be distributed bi-weekly during the summer months
- Registration as part of the NODA Region VIII conference
- On-campus housing from June 2-TBD
- Meals during programs & training
- Uniform provided

Part Five: Application and Interview Process

Students who wish to apply for an Orientation Leader position will complete the following:

☐ Read through the OL 2024 Position Description
☐ Email Trevor Gulledge at gulledgt@udel.edu for more information or questions
☐ Fill out the application by October 18 at 11:59 pm: https://forms.gle/wE8nFuyaogfmKmDW7

After submitting your application, it will be reviewed by OTP Staff. Due to the high number of applications received, not all students who apply will be interviewed.

Any further questions about this information, the Orientation Leader position, or the Orientation Leader selection process should be directed to the office of Orientation & Transition Programs at otp@udel.edu or (302) 831-3313.

Thank you for your interest and application!