

Chestnut Hill College
New Student Orientation

2024 Orientation Leader Job Description

The Orientation Leaders (OLs) support the Division of Student Life in the implementation of New Student Orientation (NSO). The mission of NSO is to provide the necessary foundation for new students to effectively transition into the Chestnut Hill College community for success both inside and outside the classroom. OLs act as the primary group of students to work with new first year and transfer students. Orientation Leaders are instrumental to the adjustment of both students and parents during an important transition in their lives.

During Orientation, OLs oversee a group of new students, conduct small- and large-group interaction exercises, and provide information and support necessary for a smooth transition into Chestnut Hill College. Becoming an Orientation Leader bears huge responsibility as well as a great amount of privilege. Through the program, OLs will gain an immeasurable amount of experience with leadership development and communication. OLs will meet lots of new and exciting people while serving as ambassadors for Chestnut Hill College.

Job Expectations:

- Exhibit a commitment to Chestnut Hill College and the Orientation program.
- Practice good communication skills
- Exhibit energy and a positive attitude
- Be familiar with and embody the ideals of the College mission.
- Show respect for faculty and staff, fellow OLs, new students, and their family members
- As an Orientation Leader, represent Chestnut Hill College and Student Life at all times. OLs are required to serve as role models to both new students and their fellow OLs. OLs must ensure that all behavior on social media aligns with campus policies and the mission of the College
- Proudly represent Chestnut Hill College, Orientation and Student Life in all interactions by upholding College and program expectations
- Alcohol and illegal drug use during Griffin Day and Orientation is unacceptable
- Orientation t-shirts, polos and other gear are official uniforms. OLs must be very aware of their behavior when wearing your orientation uniform. Under no circumstances should OL uniforms be worn to bars or parties
- Refrain from inappropriate relationships with new students during and immediately following Griffin Day and Orientation
- During Griffin Day, Orientation, and related training, OLs' responsibility is first and foremost towards new students. OLs should be prepared to place this before friends or significant others (including those who are also Orientation Leaders), social activities, etc. during Orientation

- During Griffin Day and Orientation, OLs should have an overall neat and clean appearance, which includes being showered and wearing clean and unwrinkled clothes. Unless specified, no jeans will be permitted
- Please make sure to demonstrate an openness to diversity of our student population.
- Check CHC email on a daily basis (including over the summer) to stay informed of all important announcements and information
- Avoid cell phone usage during Orientation Events. OLs must be fully engaged with new students. OLs should speak with Student Life staff if there are emergency situations where cell phone use may be required
- Please be on time for all orientation events
- Bring enthusiasm and expect to work hard and have fun doing it
- Maintain good academic and good disciplinary status with the College. Maintain a minimum overall grade point average of 2.5
- Be cleared from any financial hold by Student Financial Services prior to move-in.

Benefits

- Upon completion of their duties, Orientation Leaders will receive a stipend in the minimum amount of \$500.
- OLs are permitted to move in early in August. This privilege is related to the preparation required in the OL position. As such, any misbehavior or disciplinary issues in housing during this time will reflect directly on Orientation. It is expected that OLs follow all policies and regulations in housing during this time.

Skills that Orientation Leaders can expect to gain from this experience:

- Enhance communication, leadership, and group facilitation skills
- Develop personally and professionally
- Increase knowledge of and commitment to the CHC Community
- Improve critical thinking and problem-solving skills

Responsibilities:

- Attend all trainings and meetings. If an OL is unable to attend a training or meeting for valid reason (athletics, class schedule, etc.), OL must seek approval in advance.
- Move-in for August Training will be Sunday, August 18, 2024 before 12 noon. Details will follow with more specific information.
- Attend Welcome Meeting the Week of April 28, 2024.
- Attend the Griffin Day (July 11, 2024)
- Attend August training (August 18 – 22, 2024)
- Attend all Orientation activities from August 23 – 26, 2024
- Help as a “Griffin Guide” on the first two days of classes (August 26, 2024 & August 27, 2024), helping new students find their classrooms (details will be discussed).

- Be prepared to complete evaluations of yourself, peers (fellow Orientation leaders), and the Orientation program.
- Be available to attend OL closing celebration at the conclusion of the program. Details will follow with more specific information.