

2019: Orientation/Welcome Leader Expectations and Responsibilities

Role of the Orientation/Welcome Leader (OL): To serve as a positive role model while assisting new and transfer students in their adjustment to the Berks Campus.

Qualifications for Selection

- The ability to serve as a positive role model for new students and as an ambassador for the Office of Campus Life.
- Leadership potential and the willingness to accept responsibility.
- Good interpersonal skills and sensitivity to the diverse backgrounds of our students.
- Genuine interest in helping and sharing your experiences with new students.
- Good academic and conduct standing with the University.
- An enthusiasm for the orientation program, a willingness to be friendly, and an expectation that the experience will be fun!

Expectations/Responsibilities

A. Essential Behaviors

- Once selected in the Spring, OLs are expected to serve as good role models and maintain good academic and conduct standing.
- Must keep staff informed about issues, concerns, or problems which arise.
- Must exhibit positive behaviors to staff, students, and family members which are: caring, enthusiastic, courteous, cooperative and approachable. All communication should avoid inappropriate topics, be professional and avoid profanity.
- Maintain an appropriate social media presence: Facebook, Twitter, Pinterest, Instagram etc.
- Be on time for duties.
- At all Welcome Weekend related events and training, all personal electronic devices must be silenced and out of sight.
- Be available to assist with programs, events, tours, and other duties during the Fall Arrival period.
- Since all official OL correspondence is through email, regularly check PSU email in the summer and through Community Weekend for any related updates.
 - You may also be expected to stay updated through other methods of communication requested by the Lead Team or your Color Captains.
 - When possible, actively participate in OL Facebook groups or other methods of communication.
- During spring training, fall training, Welcome Weekend, and Community Weekend OLs are to be available and refrain from working both on and off campus.
- **While serving as an OL in the Fall, OLs are prohibited from interacting alone with new students.**
- Assist with other duties as assigned.

B. Training

- Must participate in OL training during the Spring semester in which you are selected. See tentative schedule below.
- Must arrive several days prior to Fall arrival day to participate in further OL training. See tentative schedule below.
- Be responsible for information given during training and meetings.
- Assist with the assembly of orientation bags and preparation for orientation events.
- During the training and through Welcome Weekend, Welcome Week & Community Weekend, OLs are expected to abide by all University policies, on and off-campus, as well as refrain from use of alcohol and/or drugs. Residential OLs will be prohibited from having overnight guests until the 2nd week of class. All commuter OLs staying on-campus must vacate by the first day of class.

C. Move-In

- Assist staff with move in procedures and in welcoming new and transfer students into the community, which includes, but is not limited to:
- Assisting with check-in.
- Helping students and their families move belongings into residence hall rooms.
- Be visible to act as a resource person to new students and family members as they arrive on campus; be informed about University resources and offices. If not familiar with resources, refer people to appropriate members of the University staff.
- Work cooperatively with Residence Life, Police Services, Other OLs, and Housing and Food Service staff.

D. Programs and Information Sharing

- Be available and in attendance at your designated Welcome Weekend, Welcome Week, and Community Weekend events.
- Facilitate group activities as needed.
- Accompany RAs with new students to meals, programs and events.
- Help plan and facilitate Welcome Weekend-related events.
- Participate and assist RAs in first house meetings.
- Attend and assist with all staff-sponsored events such as social activities and picnics, etc.
- Maintain appropriate confidentiality regarding individual students

Failure to meet any of these expectations could result in immediate termination from the OL program.

Tentative Orientation Leader Schedule 2019:

2019

3/1	OL Applications due
3/13	OLs receive email invitation details for MANDATORY OL Training
3/15	Mandatory Training ALL OLs (5 pm)
Mid April	Mandatory Training FYGLs & M&S
8/20 AM	FYGL, M&S, OPPs OL Move IN
8/20 PM	FYGL, M&S, OPPs Training
8/20 PM	Color OL Arrival Move-in
8/21-22	OL Training (Mandatory all days)
8/23-25	Welcome Weekend (Mandatory all days)
8/26-30	Welcome Week (OLs must attend one event with their team)
8/31-9/1	Community Weekend (Mandatory all days)

ALL DATES LISTED ARE TENTATIVE AND SUBJECT TO CHANGE BASED ON A NUMBER OF CIRCUMSTANCES. ORIENTATION LEADERS WILL BE NOTIFIED AS SOON AS POSSIBLE OF ANY AMENDMENTS TO THIS SCHEDULE.

Specialty Orientation Leaders

No prior experience or roles are required for any of these positions.

In Addition to the Orientation Leader Expectations, Specialty Orientation Leaders have the following responsibilities:

***First Year Group Leaders (FYGL)**

- Participate in specialized training session in April and be available to come to FYGL training during the summer before OL training.
- Read the common reading (TBA) before arrival for OL training.
- Be familiar with campus resources and have an understanding of the online operating systems.
- Oversee a group of new students throughout Welcome Weekend while striving to develop a relationship with each new student in your group.
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- Actively encourage your new students to attend and participate in Welcome Weekend, Welcome Week, and Community Weekend.
- Be comfortable in facilitating small group activities with your students.
- If partnered with another FYGL, work collaboratively and share responsibilities.
- Assist and attend all Welcome Weekend Events.

***Movers and Shakers**

- Maintain familiarity with all aspects of Welcome Weekend, Welcome Week, and Community Weekend Weekend.
- Work closely with and provide assistance for the Lead and OPPs Teams to ensure that all aspects of Orientation are running smoothly.
- May Assist with skit crew, prize patrol, and other organizational assistance/support as needed.
- The ability to work both independently and as a team to complete tasks throughout OL Training, Orientation, and Welcome Weekend.
- Serve as staff of an Orientation information desk 8/16-18.
 - ****Skit Crew****
 - Participate in specialized training session in April.
 - Throughout NSO 2, assist with and lead energizing, PSU pride activities with new students.

*** Operations & Physical Plant OL (OPPs OL)**

- Participate in specialized training session in April.
 - No prior technical experience required, a willingness to learn more about technical aspects.
- Maintain familiarity with all aspects of Welcome Weekend, Welcome Week, and Community Weekend.
 - Assist with the logistical (Physical Plant) and technical needs for OL training and Welcome Weekend; this includes, but is not limited to sound, photo, video.
 - Provide support as needed for events during Welcome Week and Community Weekend.
- The ability to work both independently and as a team to complete tasks throughout OL Training, Welcome Weekend, and Community Weekend.
- Work closely with and provide assistance for the Lead and M&S Teams to ensure that all aspects of Orientation are running smoothly.