**Orientation Leader Expectations and Responsibilities**

*Role of the Orientation Leader: 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 through September.
* 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 a clean social media presence: Facebook, Twitter, Pinterest, Instagram etc.
* Be on time for duties.
* At all NSO 2 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 Orientation Welcome Weekend for Orientation updates.
* If possible, actively participate in OL Facebook groups.
* During spring training, fall training, NSO2 and Welcome 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 Orientation, Welcome Week & 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 Welcome Week, and Welcome Weekend.
* Facilitate group activities as needed.
* Accompany RAs with new students to meals, programs and events.
* Help plan and facilitate Orientation-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.**

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.
* Read the common reading (TBA) before arrival for OL training.
* Oversee a group of new students throughout Orientation while striving to develop a relationship with each new student in your group.
* Actively encourage your new students to attend and participate in Orientation, Welcome Week, and Welcome Weekend.
* Facilitate 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 Orientation, Welcome Week, and Welcome Weekend.
* May Assist with skit crew, prize patrol, and other organizational assistance/support as needed.
* Serve as staff of an Orientation information desk 8/19-21.
  + \*\****Skit Crew******Option\*\****
* Participate in specialized training session in April.
* Will participate in Diversity Dance
* Through out NSO 2, assist with and lead energizing, PSU pride activities with new students.

\* **Operations & Physical Plant OL** (OPP OL)

* Participate in specialized training session in April.
* Assist with the logistical (Physical Plant) and technical needs for OL training and Orientation; this includes, but is not limited to sound, photo, video.
* Provide support as needed for Welcome Week and Welcome Weekend.

Tentative Orientation Leader Schedule 2016:

2/12- OL Applications due

3/4- OL receive email of acceptance/rejection into program

3/18- 6pm Mandatory Training ALL OLs

4/10- 6pm Mandatory Training FYGLs, OPPs & Skit Crew

8/13- Lead Capt. Arrival/Trng

8/14- OL Capt. Arrival/Trng

8/16- OL Arrival Move-in (Skit/FYGL/M&S arrive early than other OLs)

8/17-18 - OL Training (Mandatory all days)

8/19-21 - Orientation (Mandatory all days)

8/22-8/25 - Welcome Week (OLs must attend one event with team)

8/26-8/28 - Welcome Weekend (Mandatory all days)