

# MORAVIAN UNIVERSITY

February 2024

Thank you for your interest in an Orientation Leader position for the Class of 2028 or working with our new transfer students. As you take this first step towards joining the New Student Orientation team, carefully review the information outlined below, as well as the position description on the next page.

The application process includes three components:

- Submit the [Orientation Leader Application](#) by noon on Wednesday, March 6.
- Ask two individuals to complete the [Orientation Leader Reference](#) by noon on Friday, March 8.
- Participate in a twenty-minute interview with the Dean of Campus Life, Director of Campus Life, and/or an Orientation Coordinator between Wednesday, March 13 and Wednesday, March 27.

On Thursday, March 7, applicants will receive information regarding scheduling an interview. A confirmation of a candidate's interview day and time, along with more specifics regarding the interview, will be sent via email by Monday, March 11.

Application materials are also available at [moravian.edu/orientation](http://moravian.edu/orientation).

*2022 and 2023 Orientation Leaders interested in returning need to submit an application, but do not need to submit two reference forms. Those interested in returning may be asked to participate in a 20-minute interview.*

Applicants will be sent a decision on Wednesday, April 3 and are asked to accept or decline the offer by noon on Wednesday, April 10. **Orientation Leaders should plan to attend "New Student Orientation Spring Staff Training on the afternoon of Sunday, April 21.** More information will be shared in the decision letter on April 3.

If you have any questions, do not hesitate to ask. It is important that you are informed about the position and process.

Sincerely,



Liz Yates  
Dean of Campus Life



Meghan Santamaria  
Director of Campus Life



## **Basic Qualifications**

- Sophomore, Junior, or Senior standing.
- Minimum 2.5 cumulative grade point average.
- In good academic and conduct standing with the University.
- Continuing full-time undergraduate student status.

Orientation Leaders (OLs) are an integral part of the University's New Student Orientation program, particularly in the mentorship of new students. Selected on the basis of leadership, character, and the ability to relate to others, Orientation Leaders must be committed to the important role of New Student Orientation at Moravian University. Orientation Leaders are responsible for developing community and supporting a group of 14-18 new students throughout New Student Orientation. Orientation Leaders are best able to develop a rapport with new students using skills such as understanding, recognition of individual differences, and acceptance of all students. Consistency, sensitivity, and empathy must be evident in an Orientation Leader's interactions with fellow Orientation Leaders, new students, and the larger University community.

Ideal candidates are expected to be mature individuals who can work collaboratively, as well as autonomously. Orientation Leaders should be able to exert a positive influence on others and work with diverse populations. These individuals are expected to be concerned, responsible students who are enthusiastic and possess a positive outlook toward Moravian University. The position, which works directly with the Dean of Campus Life and Director of Campus Life, provides an opportunity to develop and enhance many valuable skills including leadership, communication, decision-making, and conflict management. The Orientation Leader position provides an opportunity for personal growth along with meaningful service to the Moravian University community.

## **Specific Responsibilities**

- Attend New Student Orientation Spring Staff Training on Sunday, April 21.
- Attend all aspects of Orientation Leader Training on Wednesday, August 21 and Thursday, August 22.
- Serve as a member of the New Student Orientation Team. Strive to support and communicate with others including Orientation Coordinators, fellow Orientation Leaders, the Director of Campus Life, and the Dean of Campus Life.
- Attend and participate in all aspects of the New Student Orientation Weekend from Friday morning, August 23 through Sunday evening, August 25.
- Attend and participate in the Orientation Group Reunion on Sunday evening, September 15.
- Carry out all New Student Orientation responsibilities as assigned by the Dean and Director of Campus Life.
- Be as available to the assigned members of your orientation group as is reasonably possible, throughout New Student Orientation Weekend. Visibility and presence are of critical importance.
- Assist fellow Orientation Leaders and new students throughout New Student Orientation. Answer questions and provide assistance.
- Advise new students concerning personal, academic, and social concerns. Refer to University resources when appropriate.
- Exhibit familiarity with university resources for assistance, particularly Campus Police, Career & Civic Engagement, Counseling, Conference & Event Management, Disabilities & Accommodations, Health Center, Housing, Spirituality & Inclusion, Diversity, Equity, & Inclusion, Student Accountability, and Student Engagement.
- Inform and confer with the Director and/or the Dean of Campus Life regarding concerns for individuals, as well as important situations and developments throughout New Student Orientation.
- Serve as a role model for fellow Orientation Leaders, new students, and other members of the Moravian University community.
- Follow University policies, establish and maintain credibility, and behave in accordance with university values and expectations.
- Be prepared to assist with additional duties that may arise throughout the course of Orientation Leader Training and New Student Orientation dependent upon circumstances.