V-VAWK ORIENTATION DAYS ORIENTATION LEADER
POSITION DESCRIPTION

JOB DESCRIPTION AND RESPONSIBILITIES
V-Hawk Orientation Days is an exciting program being held August 28 – 30, 2015. The purpose is to welcome all new students to Viterbo University and give them the opportunity to learn about campus, explore La Crosse, meet other new students, and transition to their new home. Dedicated and enthusiastic student leaders are needed to serve as Orientation Leaders to make this program a success. This position is an excellent opportunity to get involved and welcome new students to campus.

Each Orientation Leader will be responsible for a group of 10-12 new students during V-Hawk Orientation Days. Orientation Leaders serve as guides for these students by aiding them in their arrival on campus. Students selected for this position are expected to:

- Welcome new students and families
- Serve as a positive role model for new students
- Help new students become familiar with campus resources and facilities
- Facilitate all small group activities
- Establish a fun, caring, and accepting climate in small groups and throughout orientation sessions
- Provide ideas, leadership, and enthusiasm for V-Hawk Orientation Days
- Participate in follow-up evaluations and provide feedback for future programs

TIME COMMITMENT
Students selected as Orientation Leaders are expected to:

- Attend three mandatory training sessions on:
  - Wednesday, April 29 at 6:30 p.m. – 8:30 p.m.
  - Wednesday, August 26, 2015 at 2:00 p.m. – 10:00 p.m.
  - Thursday, August 27, 2015 at 8 a.m. – 5 p.m.
- Return to La Crosse no later than Wednesday, August 26, 2015 at 12 p.m.
  - If you will be living on campus come Fall 2015, you will be allowed to move into your residence hall on the morning of Wednesday, August 26, 2015 between 8 a.m. – 12 p.m.
- Participate and help with all orientation activities starting on Friday, August 28, 2015 through Sunday, August 30, 2015.
- Attend and invite your team of new students to attend the Welcome Back Bash on Thursday, September 3 anytime during 1-3:30 p.m. in the Mathy Center.
- Hold a team reunion activity during the month of September, such as going to Labor Day activities together.

There is no required commitment during the summer. Students who are Orientation Leaders make a brief commitment to orientation-related activities at the beginning of the fall semester. *Being able to uphold the time commitment is a requirement to be an Orientation Leader and no exceptions will be made. Please make sure, before you interview, that this will not conflict with any of your other extracurricular activities.*

QUALIFICATIONS
- Have earned at least 12 credits at Viterbo University
- Be a full-time undergraduate student in good standing through fall 2015
- Have at least a 2.5 cumulative GPA at Viterbo University at time of application and throughout employment

BENEFITS
• Build experiences and develop leadership skills such as serving as a role model, group facilitation, and working as a team member
• Meet new people and build friendships
• Earn 30 hours of community service
• Free food and activities during all of your contracted time commitment
• Move in early if living on-campus
• Receive two free t-shirts

APPLICATION DIRECTIONS AND INTERVIEW INFORMATION
The application form for the Orientation Leader position can be found on the “Application” form on the left side of this website. Within the application, you will be asked about potential group interview times. Your options for an interview are:

• Tuesday, March 24: 6-7:30 p.m. – NRC 101
• Wednesday, March 25: 3-4:30 p.m. – NRC 101
• Thursday, March 26: 5-6:30 p.m. – NRC 104

Applicants must be available for the entire time listed. If you cannot attend a group interview due to academic conflicts, you may request an individual interview. Exceptions will be made for academic conflicts only.

Applications are due no later than Friday, March 20, 2015 at 5 p.m.

CONTACT INFORMATION
For more information, or if you have questions about the position, please contact Kasie Von Haden at klvonhaden@viterbo.edu or 608-796-3807.