Position Terms and Conditions

A. Orientation Leader Selection and Interview Process
   1. Complete application online by 5 p.m. on Friday, October 31
   2. Candidates will all be emailed and invited to a group interview process (based on the availability provided on your application). All interviews are held in Simmons Hall, room 101.
   3. Candidates selected for an individual interview after the group interview process will be notified via email the week of November 17. Individual interviews will take place the weeks of November 17th, 24th, and December 1st.
   4. Positions will be offered to the 2015 Orientation Team via email by the end of the fall semester.

B. Length of Position
   Candidates are considered Orientation Team members from the date they are selected through the last orientation program in August. Orientation programs begin during Spring Break in March, then pick up again during the first week of summer. Programs run through the end of August.

C. Training
   All Orientation Leaders are required to participate in the Orientation Leader Training Course, which is held every Monday during the Spring semester from 3 p.m.—5 p.m. The course can be taken for credit (2 credit hours) or not, but attendance and completion of the course is mandatory.

D. Orientation Programs
   Orientation programs take place over Spring Break 2015 and then begin again the first week of summer. Orientation programs are held three days a week on average, which includes full day programs, half day programs, and evening programs. Orientation Leaders are also expected to assist with the winter programs beginning in November 2015 as their schedules permit. Orientation Leaders are also expected to assist with Admissions visit days when possible and will be scheduled accordingly.

E. Summer Classes
   Orientation Leaders are permitted to take summer courses so long as they do not interfere with any orientation sessions over the summer. Classes should be scheduled to begin no earlier than 4 p.m. If a candidate absolutely needs to take summer classes, this may not be the best fit job-wise; the summer schedule will come out after a full commitment has already been made.

F. Summer Housing
   Housing is not provided for Orientation Leaders over the summer. Students are permitted to live in University housing over the summer, but they will need to make arrangements on their own with Residence Life and Housing. Many of our Leaders rent a house for the summer with other staff members, but most live at home and commute to work. For 90% of our programs, Leaders will need to be at work by 7 a.m.

G. Compensation
   Orientation Leaders are paid hourly for the programs that they work over Spring Break and throughout the summer. Orientation Leaders are paid $8.50 an hour and can expect to work between 20 and 30 hours per week. Schedules are provided one month in advance, and every attempt possible is made to be flexible if we need to schedule around another job.

H. Benefits
   1. Performance-based incentives and rewards throughout the summer
   2. Receive a badge on your Co-Curricular Transcript, which complements your academic transcript
   3. 2 free UA polos and a UA windbreaker
   4. Lunch provided for all freshmen programs
   5. Build relationships and network with many offices and administrators on campus
   6. Gain incredible leadership and communication skills
   7. Work in a close-knit team environment
   8. Meet new students on campus, both current and incoming
   9. Work in a fun environment!