2017 Orientation Leader Position Terms & Conditions

Minimum Qualifications:
- Full time University of Akron undergraduate student during fall 2016 & spring 2017 with enrollment continuing into fall 2017
- Cumulative GPA of 2.5 or higher at the conclusion of fall 2016 and through the spring 2017 semester
- Be in good standing with The University of Akron in terms of academics and student conduct
- Candidates should possess excitement and pride for UA; exhibit leadership potential and a commitment to the mission of the Office of New Student Orientation; strong customer service, communication, and interpersonal skills; and the ability to work effectively with a diverse group of team members, students, and families
- Agree to abide by the professional and ethical standards of conduct set by the Office of New Student Orientation and in accordance with the Student Code of Conduct

Application Process:
- Complete the 2017 Orientation Leader Application online by 5 p.m. on October 31
- Candidates will be emailed on November 1 with their assigned group interview date. The assigned date will be based on the availability provided on the application. **Attendance at the group interview is mandatory for consideration.**
- Candidates selected to move on to the panel interview round will be notified via email the week of November 14. Panel interviews will take place the weeks of November 16th, 21st, and 28th.
- Positions will be offered to the 2017 Orientation Team via email by the end of the fall semester.

Position Information:
- All Orientation Leaders are required to participate in the Orientation Leader Training Course, which is held every Monday in 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.** Orientation Leaders must attend the course for the full two hours.
- Orientation programs begin in March over the University's Spring Break. **All Orientation Leaders are required to work over Spring Break.** This is the first paid activity for this position.
- Orientation programs resume the first week of summer, and are held 3 days a week on average. Orientation programs conclude at the end of August.

Compensation:
- Orientation Leaders are paid $8.50 per hour bi-weekly for all orientation programs
- Orientation Leaders are responsible for logging their hours in EmpCenter to ensure proper payment
- Orientation Leaders can expect to work 20 hours a week on average, with some weeks being more and some being less
- Work schedules will be provided one month in advance when possible

Summer Classes:
- Orientation Leaders are permitted to take summer courses so long as they do not interfere with orientation programs. **Classes cannot begin prior to 4:00 p.m., Monday – Friday.**
- If courses are scheduled that conflict with orientation programs, the Orientation Leader can no longer serve in that position
- **NOTE:** The summer course schedule will come out after a full commitment has been made to this position. If a candidate absolutely needs to take summer classes or a specific class that may only be offered at one time, this may not be the best fit job-wise.

Summer Housing:
- Orientation Leaders are given the opportunity to live on-campus for the summer in the Exchange Street Residence Hall, free of charge, through Residence Life & Housing. This opportunity comes with the understanding that they are promoting the on-campus living experience to students and parents.
- Housing is contingent on employment with the Office of New Student Orientation
- Standard rules of conduct and policies from Residence Life & Housing and Student Conduct & Community Standards apply to all students living in on-campus housing

To Apply:
- Apply online at [www.uakron.edu/nso](http://www.uakron.edu/nso)
- Applications must be received by 5 p.m. on October 31 for consideration