Beloit College
Student Employment Job Description

Position Title: Head Orientation Leader
Department: Student Engagement and Leadership
Hourly Rate: $7.50
Supervisor: Director of Student Activities
Work Location: Student Engagement and Leadership Office
Account Number: 01-18001-00000-00000

Do multiple individuals hold this position at one time? Yes ❑ No ❑
Number of positions available: 1

Work Schedule
A student in this position can expect to work various hours per day, various hours per week.
The student will work ❑ Monday thru Friday ❑ Saturday ❑ Sunday ❑ any day of the week.
Hours are available during the following times of the day: 8 am - 4:30 pm.

Department/Position Overview
- Plan Orientation Leader training in conjunction with Director of Student Activities
- Work collaboratively with the Director of Student Engagement and Leadership, and the Co-Directors of the Initiatives Program
- Lead daily OL meetings during New Student Days
- Attend Initiatives Committee meetings as necessary
- Manage the logistics of Move-in Day in coordination with the Orientation Team, Residence Life and other campus departments
- Participate in the recruitment, selection, and training of Orientation Leaders (OLs)
- Create publications and informational materials as needed
- Perform other related duties as assigned
- Be eligible to drive campus vehicles or have access to personal vehicle
- Attend regularly scheduled staff meetings
- Work exclusively for Orientation and OL training and New Student Days
- Arrive before OL training to plan and prepare for training and New Student Days

More Detailed Information Available
http://www.beloit.edu/studentactivities/employment/
**Description of Duties and Tasks**

- Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- Conform to an established work schedule; reliably work set hours as assigned
- Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- Maintain the confidentiality of departmental/employee/student information
- Run errands on and/or off campus, including campus mail pick-up and delivery
- Perform light cleaning, departmental organization, and upkeep as required
- Work efficiently and accurately without immediate supervision
- Serve as role model for OLs and new students
- Understand the philosophy and mission of New Student Days
- Understand the needs of new students
- Display enthusiasm

**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: **Google E-mail and Calendar and Microsoft Office Suite**, 
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here:
- Creativity