New Student Orientation
Orientation Leader
Position Description 2017 – 2018
Metropolitan State University – Denver

New Student Orientation is seeking highly motivated student leaders looking to help incoming students and their families navigate their transition to MSU-Denver. Orientation Leaders are positive, excited MSU Denver students looking to role model their student experience. Orientation Leaders will learn valuable leadership skills within the position and gain further understanding of the MSU Denver enrollment process. Orientation Leaders must be willing to present at orientation sessions and lead a small group of students through their orientation experience.

Job Responsibilities:
- Support the variety of Orientation programs during summer 2017
- Facilitate small groups of new students through orientation activities
- Educate students on the course registration process
- Acquaint new students with the campus services, activities, and facilities
- Present information as it relates to MSU-Denver policies and expectations to student groups and assist in course registration in computer labs
- Assist parents and family members with questions and support
- Work in a team environment with other orientation leaders, student coordinators, graduate interns and professional staff
- Be a positive role model for incoming students
- Encourage the development of school spirit and pride
- Provide excellent customer service to potential MSU Denver students and families
- Work orientation check-in each day welcoming students and guests
- Work New Student Convocation
- Assist with ongoing first-year programs to aid in the retention of students via on-campus programs and communications via email
- Participate with recruitment events and interviews to select the following year’s Orientation Leader team.
- Other duties as assigned

Qualifications:
- A current MSU Denver student who will have completed 1 semester of academic work by May 2017
- Maintain a grade point average of 2.5 while employed with New Student Orientation
- Be in good disciplinary standing with the University
- Exemplify a commitment to MSU Denver’s mission statement
- Ability to relate well with students, parents, faculty, and administrators
- Interest in helping students, faculty, staff, and families navigate the higher education
- Demonstrate excellent communication skills
- Demonstrate exceptional multi-tasking and organizational skills
- Make effective and responsible time-management decisions with work and school commitments
- Be an effective and productive team member
- Exemplify a commitment to diversity and learning
- Preference to students with work-study funds, but not required

Compensation:
- $9.50 per hour; 30+ hours a week (during summer 2017)
- Leadership development opportunities
- Opportunity to work with a diverse group of students, faculty, and staff
- Free MSU Denver gear
- Meals provided during Student Orientation, Advising, and Registration (SOAR) sessions
Dates of Employment
- Orientation Leaders will be hired from May 1, 2017 – April 30, 2018 with various hours throughout the year.
  - 30 – 40 hours/week from May – August 2017
  - 1 – 3 hours/week during non-peak Orientation months (September/October/February/March)
  - 5 – 10 hours per week during Spring & Summer Orientation months (November/December/January/April)

Note: Due to the intense time commitment of orientation training and sessions during the summer, Orientation Leaders are not allowed to take in-person weekly scheduled summer school classes. Online summer classes are permitted.

Ready to Apply?
Please submit your application material online to complete your application by **Friday, March 3rd at midnight**.


   1) Must be from a current or previous professional staff (supervisor/colleague)
   2) Must be from a MSU Denver faculty or staff member