

WESTMINSTER COLLEGE | NEW STUDENT ORIENTATION

Orientation Leader Position Description

New Student Orientation prepares first-year and transfer students for a successful transition to Westminster College. The program ensures new students are aware of campus resources and opportunities that foster academic success, student engagement, and personal wellness. We support and role-model an inclusive, welcoming environment that values the individual identities and experiences of each student and their families. Orientation Leaders play a pivotal role in the success of the New Student Orientation program.

General Statement of Responsibilities: Orientation Leaders (OLs) are responsible for welcoming new students and their families, assisting with preparation and direction of the Orientation program, and acquainting new students with campus resources, engagement opportunities and policies. Orientation Leaders will promote diversity, equity, and inclusion in all interactions, as well as assist the Residence Life team on First-Year Move-In Day.

Time Commitment: Orientation Leader is a seasonal commitment. Staff move into the residence halls (or commute) for training in mid-August and work through Orientation weekend. Additionally, there are opportunities to work New Titan Days in June. A required onboarding session will be scheduled during spring semester after the hiring process concludes. Attendance at all trainings, meetings, and orientation sessions is **required**.

Qualifications

- Must be a full-time undergraduate student with at least a 2.3 cumulative GPA.
- Be free of pending conduct charges or unresolved sanctions. Cases must be closed by the end of the academic year.

Expectations

- Be present and fully participate in the Orientation training program, which will introduce you to concepts and frameworks for working with first-year students.
- Be available for new students and their families to answer questions during Move-In and throughout the Orientation weekend.
- Actively and intentionally engage with new students through group discussions, community building activities, and all Orientation sessions and programs.
- Work collaboratively, and with patience, with other Orientation Leaders and be a supportive teammate.
- Serve as a positive role model and resource for new students, exercising inclusive practices.

Contact Information

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