



## **Orientation Leader Job Description**

The Orientation Leader specializes in working with incoming first year and transfer students to Baruch College. The OL will be responsible for assisting first year and transfer students successful transition to Baruch. It will be their responsibility to serve as role models and mentors to these first year students and help them acclimate to life at Baruch.

### **Chief Responsibilities:**

- Assist in the organization, preparation and presentation of all Orientation activities.
- Act as a leader and representative of Baruch College in all meetings, workshops and Orientation-related functions.
- Serve as a peer mentor to all incoming students.
- Understand and be able to teach new students the functionality of the CUNYfirst system.
- Be familiar with all aspects of the Baruch Community including: important policies, campus resources, student activities, and extracurricular leadership or learning opportunities.
- Appropriately respond to parent, student, staff, and faculty inquiries regarding the Baruch orientation program.
- Be aware of FERPA and understand issues of confidentiality.
- Be able to make appropriate referrals to campus resources.
- Complete assigned paperwork and administrative tasks in a timely manner.
- Assist the office with other duties as assigned.

### **Additional Qualifications:**

- Have excellent organizational and communication skills and clear attention to detail.
- Understand and believe in the purpose of Orientation.
- Demonstrate a mature, responsible, and professional demeanor.
- Display a willingness and positive energy when assisting students.
- Be flexible and adaptable to the unique orientation schedule and the unpredictability of orientation programming. Expect the unexpected.
- Previous leadership and peer mentoring skills preferred.

### **Eligibility Requirements:**

- Successful completion of the T.E.A.M. Baruch leadership development program offered by the Office of Student Life.
- Minimum GPA of 2.8.
- Be in good disciplinary standing with the College.

### **Time Commitment:**

- Working at least 80% of Orientation days during the Summer Orientation season.
- Full participation in training dates (training dates to be determined)

### **Top 5 Reasons to become an Orientation Leader:**

1. Gain critical leadership, communication, public-speaking, and decision-making skills.
2. Contribute to your community by serving as a peer mentor.
3. Enhance your resume.
4. Develop essential skills that you can use in your life after Baruch.
5. Have a fun and exciting winter/summer job and make great friends!

# **ORIENTATION LEADER APPLICATION**

Submit application in person to the Office of Undergraduate Advisement & Orientation, VC 5-215.  
**Applications will be accepted in person only. Deadline to apply: Friday, February 21**

## **REQUIRED GROUP INTERVIEW: (circle one)**

**Tuesday, February 25 ~ or ~ Thursday, February 27<sup>th</sup>**

**12:30 to 1:30 PM, NVC 2-290**

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Name \_\_\_\_\_ EMPL ID \_\_\_\_\_

Email \_\_\_\_\_ T-Shirt Size \_\_\_\_\_

Phone # \_\_\_\_\_ Major \_\_\_\_\_

Did you begin at Baruch as a Freshman or a Transfer Student? \_\_\_\_\_

Did you participate in TEAM Baruch Training? Which year? \_\_\_\_\_

Please circle if you are: An International Student          SEEK          Honors Student

**On a separate sheet of paper, please answer the following questions and respond to the statements below. You may use the attached position description when answering. Each response should not be less than 75 words or more than 200 words in length.**

1. Why do you want to be an Orientation Leader and what do you hope to accomplish in this role?
2. Please list any experiences and skills you believe make you a good candidate for this role.
3. If you had to give one piece of advice to an entering freshman or transfer student – What would it be?
4. Please rank from 1 to 5 (1 being the most important and 5 being the least important) the most important qualities for Orientation Leaders. Write a brief summary of why you chose your number 1 quality and how you feel you exhibit that quality. Feel free to include an optional 6<sup>th</sup> quality if you feel we missed something. (Hint: there is no wrong answer.)  
**Adaptability, Compassion, Dependability, Enthusiasm, Leadership**
5. What is your TOP REASON why a new student should be excited about coming to Baruch?

**\*\*\*\* PLEASE ATTACH A COPY OF YOUR RESUME \*\*\*\***

**Baruch College Orientation Leader Application: Professional Reference Form**

**Send to:** Office of Undergraduate Advisement & Orientation, VC 5-215

~ or ~ **Email:** Stephanie.Gika@baruch.cuny.edu

Applicant Name \_\_\_\_\_

Reference Name \_\_\_\_\_

Relation to the Applicant \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Below you will find several areas in which you are asked to rate the applicant. Please keep in mind the individual's readiness to be considered for this position as well as your knowledge of the applicant's strengths and limitations. Please use the scale below to rate how strongly the candidate reflects each trait with 1 being the lowest and 5 being the highest.

	1	2	3	4	5
RELIABILITY – Carries through on their commitments and responsibilities					
FLEXIBILITY – Exhibits the ability to adjust easily to new experiences and situations					
COMMUNICATION SKILLS – Understands and expresses thoughts clearly, ability to listen and respond to others. Ability to work with others and handle complaints					
LEADERSHIP – Initiates activities and uses authority responsibly					
MOTIVATION/ATTITUDE – Enthusiasm, level of commitment, ability to work as a team member, initiative					

**Strengths:** Discuss general strengths this applicant possesses that would make him/her an effective staff member. \_\_\_\_\_  
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**Limitations:** Discuss limitations/areas in need of improvement in which we could assist this applicant: \_\_\_\_\_

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**Please share any additional comments you have about this candidate:**

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**May we contact you for further information? If yes, please provide your phone or email address.**

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