



## **2023-24 Orientation Leader Position Description**

Thank you for your interest in joining the First Year Experience team!

Orientation Leaders (OLs) serve as critical members of the First Year Experience (FYE) team and are current undergraduate students who are dedicated to UCF and seeking to serve on a team of role models for all UCF students. We aren't going to lie: this position is demanding. But when done well, we believe it's more rewarding than any other job on campus! You and your teammates get to shape the experiences and journey of thousands of new students and families coming into UCF! You become a first friend, a mentor, resource, and source of knowledge and inspiration to new Knights!

### **About the Orientation Programs**

OLs are required to participate in all Orientation sessions for First Time in College (FTIC) and Transfer students and their families/guests during their time of employment. All Orientation sessions are in-person programs and there is no online alternative. Since all students are required to attend Orientation in-person, you can only imagine how busy the summer months get! FTIC sessions are typically two full days, starting early in the morning and running into the evenings of both days. Transfer sessions are one full day, starting early in the morning and running through the late afternoon, and sometimes early evening.

### **Minimum Qualifications**

Applicants must meet the following qualifications to be eligible:

- Be a degree-seeking undergraduate student who is currently enrolled at UCF and maintain minimum full-time enrollment through December 2023
- Have an anticipated graduation date of December 2023 or after
- Have a cumulative GPA of at least 2.5 at the time of application
- Be free from disciplinary warning, probation, and/or suspension with the University of Central Florida
- Be available for all required dates/times as outlined

### **Position Responsibilities**

OLs must be able to perform unique tasks related to the position, including but not limited to:

- Working long and challenging hours that begin early in the morning and end later in the evening for multiple days in a row
- Remain positive through challenging situations and long workdays
- Ability to navigate campus and remain outside in the heat for significant periods of time
- Ability to utilize technology, including but not limited to GroupMe, Microsoft PowerPoint, Microsoft Teams, Zoom, Outlook, Canvas/Webcourses, and the basics of computer and internet use.
- Ability to bend and lift up to 50lbs. OLs may be required to lift more than 50lbs with help of others. FYE is able to provide appropriate accommodations for those who are unable to lift 50lbs.

### **Compensation**

Orientation Leader compensation will include all the following:

- Hourly pay rate of \$12/hour
- FYE polo
- FYE jersey
- Meals during Orientation sessions
- FYE umbrella
- Access to the RWC during the summer

## Important Dates and Commitments

This position runs from January 2023 - January 2024, with most of the workload occurring from May through August 2023. These dates may change depending on the University calendar and Orientation planning.

**Please thoroughly review the attached list of tentative Dates and Commitments and speak to your family and friends about these dates.** They are non-negotiable terms of employment and by becoming an Orientation Leader, you agree to being present for work on all these dates.

Please note, due to the nature of this job, we view this position similar to a “seasonal” job. Because everyday is an Orientation session, there is no “time off”. As we said earlier, it’s a big commitment, and OLs are expected to be at all Orientation sessions!

<b>SPRING 2023</b>	
<b>Orientation Leader Leadership Class</b>	January 9, 2023 – April 24, 2023 Date and Time TBD
<b>Orientation Leader Retreat</b>	April 15 – 16, 2023
<b>SUMMER 2023</b>	
<b>May Training</b>	May 2023
<b>Summer &amp; Fall-Admit Orientation Sessions</b>	May – August 2023 (M-F, all day and many evenings)
<b>OL Recruitment Events</b>	Select Dates in June - July 2023
<b>FALL 2023</b>	
<b>Pegasus Palooza</b>	Starts Sunday, August 20, 2023
<b>Campus Locators</b>	Monday, August 21 – Tuesday, August 22, 2023
<b>OL Recruitment Events</b>	Select Dates in August – October 2023
<b>Family Weekend</b>	DATE TBD (Usually first weekend in October)
<b>OL Interviews</b>	DATES TBD (Usually mid-to-late October)
<b>Spring-Admit Orientation Sessions</b>	Select Dates in November 2023 – January 2024
<b>SPRING 2024</b>	
<b>Spring-Admit Orientation Sessions</b>	January 2024 (week before classes begin)
<b>Orientation Awards Banquet &amp; Celebration</b>	Date TBD (usually mid January)