Orientation Leader Job Description 2014

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:

• Participating in a two-day intensive orientation leader training program that includes experiential training elements.
• Working 80% of Orientation programs during the contracted summer or winter session.
• Understanding all aspects of the orientation program.
• Have excellent organizational skills and clear attention to detail.
• Respond to parent, student, staff and faculty inquiries regarding the Baruch orientation program.
• Assist the Orientation Office in implementing programs that promote a well-rounded student life experience.
• Being familiar with and understanding issues of confidentiality.
• Serving as an informed referral source should a student need assistance.
• Setting appropriate behavioral standards for all students.
• Completing assigned paper work and administrative tasks in a timely manner.
• Be in good disciplinary standing with the College.
• Assist the office with other duties as assigned.

Requirements:

• Participation in an individual interview.
• Successful completion of Orientation Leader training; dates to be determined. FULL PARTICIPATION IN OL TRAINING IS MANDATORY.
• Minimum GPA of 2.8.

Top 5 Reasons to become an Orientation Leader:

• Gain critical leadership and communication skills and decision-making skills.
• Contribute to your community by serving as a peer mentor.
• Improve your public speaking skills.
• Enhance your resume.
• Develop essential skills that you can use in your life after Baruch.

Orientation dates have not yet been scheduled for summer 2014. Generally we have at least one orientation session, sometimes two during a given day. There are usually two free weeks (first week of July and first week of August) for vacations. You will learn the schedule at your training session(s).