

Summer 2027 Orientation Leader

POSITION TITLE

Orientation Leader

POSITION FUNCTION

Orientation Leaders are members of the Cougar Connector team who serve as peer leaders and University ambassadors for incoming first-year and transfer students and their supporters. Through New Student Orientation, they create welcoming experiences, facilitate connections, share the student perspective, and connect new Cougars with the people and resources they need to prepare, connect, navigate, and belong at SIUE. Orientation Leaders are selected for a one-year appointment and may reapply for the position in future years.

REQUIRED QUALIFICATIONS

- Be a degree seeking student
- Be enrolled full time in Fall 2027 courses at SIUE.
- Be in good academic standing with the University and have a cumulative GPA of 2.5 or higher when the position begins.
- Be in good standing judicially at the time of application and throughout time on staff: No open conduct cases and past conduct cases will be subject to review and will be reviewed on a case-by-case basis.
- Understand and support the goals of the transition programs
- Available to work during all required hours and attend all required trainings for assigned programs (see final page)

PREFERRED QUALIFICATIONS

- Be welcoming, approachable, and excited to connect with new students and their supporters.
- Communicate effectively with people from different backgrounds, experiences, and perspectives.
- Work collaboratively and contribute positively to a team.
- Be dependable, punctual, and prepared to follow through on responsibilities.
- Adapt to changing situations and approach challenges with flexibility and a willingness to problem-solve.
- Demonstrate good judgment, professionalism, and respect when navigating questions or challenging situations.
- Be willing to learn about SIUE resources and help new students find the information and support they need.
- Bring enthusiasm for SIUE and a genuine interest in helping new Cougars have a successful transition to the University.
- Be open to feedback and committed to growing as a student leader.

RESPONSIBILITIES

Orientation Leaders are part of the Cougar Connector team within New Student and Family Programs and play an important role in welcoming incoming first-year and transfer students and their supporters to SIUE. Orientation Leaders help new Cougars **prepare, connect, navigate, and belong** as they begin their SIUE experience.

PREPARE

- Help new students understand important next steps and what they can expect as they begin their SIUE experience.
- Share the student perspective and provide accurate, helpful information about the transition to college and life at SIUE.
- Participate fully in required training and preparation to develop the knowledge and skills needed to support incoming students and their supporters.
- Encourage students to take an active role in preparing for a successful start at SIUE.

CONNECT

- Facilitate small-group activities, conversations, and other Orientation experiences that encourage participation and help students build relationships with their peers.
- Engage students and supporters in meaningful conversations and create opportunities for them to connect with SIUE faculty, staff, resources, and opportunities.
- Serve as an approachable peer resource who listens, asks thoughtful questions, and helps students feel comfortable seeking assistance.
- Work collaboratively with fellow Orientation Leaders, NSFP staff, and campus partners to create a coordinated Orientation experience.

NAVIGATE

- Develop and maintain knowledge of SIUE resources, services, policies, and important next steps for incoming students.
- Answer questions accurately and connect students and supporters with appropriate campus resources when additional assistance is needed.
- Help students and supporters navigate campus, locate offices and services, and understand where to go or who to contact for support.
- Recognize when questions or concerns should be referred to NSFP professional staff rather than guessing or providing inaccurate information.

BELONG

- Create a welcoming and inclusive environment where new students and their supporters feel seen, respected, and valued as members of the SIUE community.
- Recognize and respect the different backgrounds, identities, experiences, and needs students bring to their transition to SIUE.
- Help students build confidence, develop peer connections, and begin identifying where they can find community at SIUE.
- Model SIUE pride and help new students see themselves as part of the Cougar community.

PROFESSIONAL & PROGRAM EXPECTATIONS

- Serve as a visible representative of SIUE and New Student and Family Programs by demonstrating professionalism, good judgment, respect, and strong customer service.
- Facilitate assigned Orientation sessions, activities, student panels, campus navigation experiences, and other program components.

- Assist with program operations, including check-in, setup and teardown, participant flow, wayfinding, transitions, and other logistical needs.
- Remain flexible and solution-focused during schedule changes, high-traffic periods, and unexpected situations.
- Maintain reliable attendance, punctuality, preparedness, and appropriate professional conduct.
- Contribute to a positive team environment by communicating respectfully, accepting feedback, sharing ideas, and supporting fellow Orientation Leaders.
- Complete other responsibilities as assigned in support of New Student Orientation and the new student experience.

TIME COMMITMENT

Orientation Leaders must be available for all required spring and summer training and assigned New Student Orientation programs.

Required Spring Training

- **March 19-20:** Required Spring Retreat; Friday evening into Saturday
- **Friday afternoons, March 26-April 30:** Required weekly in-person training, 2-4 p.m.

Required Summer Preparation

- **May 24–28:** Orientation preparation, approximately 9 a.m.- 4 p.m.
- **June 1–3:** Orientation practice and program run-through, approximately 9 a.m.- 4 p.m.

Summer 2027 New Student Orientation

Orientation Leaders should expect program-day commitments of approximately 7 a.m.-5 p.m. on the following dates:

- **June:** 4, 7, 11, 14, 16, 21, 23, 25, 28, and 30
- **July:** 19, 23, 26, and 30

Optional Winter Orientation Opportunity

- **January 9, 2028:** Winter New Student Orientation
Orientation Leaders may sign up to work Winter New Student Orientation as an additional opportunity following the Summer 2027 Orientation cycle. **Participation is option and is not required as part of the Summer 2027 Orientation Leader commitment.** Additional scheduling and sign-up information will be shared with the Orientation Leader team during Fall 2027.

Attendance and participation in all required spring and summer training and all Summer 2027 New Student Orientation sessions.

COMPENSATION AND BENEFITS

- **Spring Training:** Orientation Leaders who successfully complete all required Spring 2027 training, including the Spring Retreat and the six weekly training sessions, will receive a stipend on their Cougar Card.
- **Summer Preparation & Orientation Programs:** Orientation Leaders will be paid \$15 per hour for required summer preparation, Orientation program days, and other assigned program-related work. Summer schedules will generally average 20–30 hours per week.
- **Additional Benefits:** Orientation Leaders will receive program apparel and meals during designated training and Orientation program days, as applicable.