

# 2023 Orientation Staff Selection



We hope that you will consider sharing your gifts and want to have the opportunity to be a role model and a friend to our incoming students. Our Orientation Leaders are a vital part of the Orientation experience.

By working as a Orientation Leader you gain valuable skills and experiences that can help you reach your career goals. As an Orientation Leader, you will:

- Be responsible for leading small group conversations with incoming JCU students
- Serve as a role model, friend, confidant, and resource for a diverse group of students
- Facilitate social and educational activities
- Train in the areas of helping/listening, communication skills, diversity/multicultural awareness, leadership styles, and ethical decision making/problem solving.

It is difficult to tell you exactly what we are looking for in an Orientation Leader. There is not one type of an OL. However, as a whole, Orientation Leaders are people who know themselves and who are concerned for the well-being of others. Overall, we are looking for responsible individuals who are interested in impacting the lives of the incoming class of John Carroll students by creating a community amongst their small group that is fun, respectful, educational, supportive of differences, and safe. We want to hire students who will support and promote the mission, goals, and objectives of the Orientation program and John Carroll University.

Please check out the Orientation website at [www.jcu.edu/orientation](http://www.jcu.edu/orientation) before you complete the application process. The O-Staff application can be found at:

<https://forms.gle/q6xcwG2YViWFmGtz6>

## Timeline

### November

**22:** Orientation Leader applications due by 11:59pm

Application can be found at:  
<https://forms.gle/q6xcwG2YViWFmGtz6>

**28:** Individual interviews begin

### December

**4:** Group Process from 11am - 1pm.  
(Check-in begins at 10:45am)  
Location - Dolan Science Center Atrium

**7:** Reference forms are due

Reference forms can be found at:  
<https://forms.gle/bzDesEf5DZrFFNhw6>

**16:** OL Selection e-mails sent to all candidates

### January

**21/22:** Mandatory LAUNCH leadership training

**Spring:** Staff retreat and other informal training

**May 24 - June 6:** Orientation Leader summer training

**June 7 - June 30:** Main Orientation sessions take place

**August 21/22:** Final Orientation session

**August 23 - 27:** Streak Week



## Mission

As a Jesuit Catholic university, John Carroll inspires individuals to excel in learning, leadership, and service in the region and in the world.

The Office of Orientation strives to provide a quality transition experience for our incoming students, whether they will be a college student for the first time or will be coming to John Carroll with experience on other campuses.

## Terms of Employment

- Candidates must have a minimum 2.5 GPA, both cumulative & for the previous semester.
- Candidates and selected staff may not be on any judicial or academic probation.
- Candidates must be planning to register as full-time students for the fall of 2023
- Candidates can not be registered for summer classes that meet prior to July 1.
- All OLs (both returning and new) must attend Summer Training Every candidate who accepts a position is expected to attend OL Training in its entirety. No outside commitments (including classes) are allowed during this time.
- All Orientation sessions and training are **mandatory**. OLs may not have any other commitments on the following dates:

**Summer Training:**  
May 24 - June 6

**Orientation Sessions:**  
June 7/8, 12/13, 20/21, 22/23, 26/27, 29/30  
August 21/22

**Streak Week:**  
August 23-27

## Compensation

All Orientation Leaders receive a free double room as a single from May 23 - July 1 and a \$2,800.00 stipend for the summer. Staff members who return for a third year receive an additional \$500. Most meals are included during training and during Orientation sessions.

## The Process

Finalists will be chosen based on qualitative and quantitative evaluations.

### **THE APPLICATION - 10%** (due 11/22)

The process begins with the application. Please be thorough when completing your application. Remember that this is our first impression of you, so be sure to be thorough and professional.

Application can be found at:

<https://forms.gle/Tmi28R29SPg55zoM7>

### **THE GROUP PROCESS SESSION - 30%** (on 12/4)

You will participate in a series of activities that are aimed to see how you function within a team or group setting. You will rotate through 3 group exercises where you will be teamed up with other student leader candidates to complete certain tasks. Members of the Orientation staffs will serve as evaluators.

### **THE REFERENCES - 10%** (due 12/7)

You must have two non-relative references submitted by December 7. Send them the link to this Google form:

<https://forms.gle/bzDesEf5DZrFFNhw6>

### **THE INTERVIEW - 50%**

Each applicant will have a 20-minute interview with members of the Orientation Leadership Team. Questions will be asked to help the interviewers assess your qualifications for this position. Questions are practical and philosophical. The **ONLY** right answers are the ones that will reveal how you honestly think and/or feel on any issue presented.

\*\*Past University judicial records will be reviewed and may be discussed during the interview process.