

ORIENTATION

Working with New Student & Family Programs is an opportunity for personal growth and professional leadership development. Each year, a diverse team of mature and dedicated students are selected to assist with Orientation. **Orientation Leaders** serve as group facilitators, resource people, and role models for new students and family members.

Mission of New Student & Family Programs

New Student & Family Programs intentionally creates programming (Winter Orientation, SPARK, New Student Orientation, and Family Weekend) to:

1. Foster a welcoming environment in which students and their family members are introduced to the mission and core values of the Marquette community.
2. Introduce students to the opportunities and responsibilities they will have as students.
3. Provide connections with other new students, returning students, and other community members, to begin to explore how they will fit in at Marquette.
4. Create opportunities to consider the complex transitions and changes associated with pursuing a college education.

Position Description

Requirements

In order to be eligible to work with New Student & Family Programs, applicants must:

- Be a full-time undergraduate Marquette University student at the time of submitting their application and during the Fall 2024 semester.
- Be in good academic and disciplinary standing at the time of their selection and throughout New Student Orientation.
- Have and maintain a minimum cumulative GPA of 2.50. GPAs are calculated as of the semester prior to selection.

Responsibilities

- Facilitate small group discussions for new students throughout four days
- Perform job assignments including greeting guests, providing directions, assisting with check-in, staffing of social events
- Attend and help motivate all new students to attend New Student Orientation events
- Distribute information to new students and family members about services and resources
- Maintain a peer leadership environment with open communication between all staff members and the Student Directors of New Student & Family Programs
- Participate and engage fully in all training sessions
- Serve as a representative of Marquette and execute all duties in a professional manner
- Other duties as assigned

Mandatory Dates

As a short-term leadership position within New Student & Family Programs, we require full commitment to the role of Orientation Leader, specifically during Spring Trainings and from August 19 - August 25. Please hold these dates going forward.

Additional Details

Orientation Leaders are awesome volunteers who get to come early to campus to assist with new students' transitions. Housing will be provided during Orientation training if needed. Many meals will be provided during Orientation and Orientation Training. Orientation Leaders receive snuggly Orientation shirts & SWAG, meet new amazing peers, and have a leadership experience of a lifetime.

Questions? Contact New Student & Family Programs at newstudentprogs@marquette.edu

ORIENTATION

How To Apply

Your application is not complete until you fulfill these steps.

1. Review this **Orientation Leader Position Description**.
2. Prepare your materials before you fill out the [Orientation Leader application](#). You'll need:
 - Optional updated resume PDF (titled Last,First_Resume.pdf)
3. Applications are due February 23rd, 2024, by 12:00 pm CST.

Interviews

You will receive an email notification by Monday, February 26th to sign up for an online interview via Microsoft Teams. Interviews will take place Monday, February 26th – Friday, March 8th.