



Overview of the Orientation Leader Role

The Orientation Leader position is a part-time, non-work study undergraduate staff member in the University of Missouri-Kansas City (UMKC) Admissions Office. This position will begin in January and will continue through August. In addition, OL's are expected to help at Spring Orientation in January of the following year. This position's primary responsibilities include assisting with Orientation programs during the Summer. Orientation Leaders serve as a resource for incoming first time/freshmen college students, incoming transfer students, and their family members who are making the transition to UMKC's diverse academic and social environment.

As a member of the campus-wide Orientation team, Orientation Leaders are expected to possess knowledge about UMKC acquired through training and experience. They must be sincerely interested in and skillful at sharing this information with Orientation participants, as well as prospective students/families who interact with the UMKC Office of Admissions.

Orientation Leaders train during Spring semester, work Summer Orientation programs, hold summer office hours (optional, as needed), and assist with Office of Admissions and UMKC Office of Student Involvement campus events, such as Future Roo Days (February), and Roo Welcome (August). Orientation Leaders also work the Spring Orientation session in January. Selection to this team is a unique honor and rewarding opportunity for personal and professional growth.

1. Orientation Leader Duties/Expectations

An Orientation Leader's duties/expectations include, but are not limited to:

- Introduce new students and families to UMKC resources, services, academic unit information, activities and involvement opportunities, traditions, and campus policies during Orientation sessions.
- Develop positive relationships and maintaining open communication with diverse populations of students, families, faculty, staff, and UMKC campus partners before, during, and after Orientation sessions.
- Facilitate ice breakers, group discussions, and campus/residence hall tours to provide Orientation participants with accurate information and perspectives on campus life.
- Attend and participate fully in all Orientation Leader trainings, retreats, and office hours.
- Support the Assistant Director of Admitted Student Events, Senior Orientation Leaders, Admissions staff, campus partners, and Orientation Leader peers, serving as a resource, role model, and leader.
- Working at Admissions Office, Office of Student Involvement events including Future Roo Day, Commitment Day, and other Roo Welcome events.



2. Orientation Leader Preferred Skills and Characteristics

Orientation Leaders should possess the following preferred skills and characteristics:

- Pride in and enthusiasm towards the UMKC experience.
- Ability to understand and support UMKC Office of Admissions goals and philosophies.
- Serve as a mentor and role model, demonstrating good judgment and ethical behavior.
- Establish rapport and demonstrate exceptional customer service skills and respect for others' rights, feelings, lifestyles, and backgrounds.
- Ability to show an awareness of and sensitivity towards issues of diversity and inclusivity.
- Strong verbal, written, and email communication
- Strong organizational skills.
- Ability to exhibit reliability, responsibility, punctuality, and dedication to positional responsibilities.
- Ability to work within a changing environment, adapting to and learning from new situations and personality types.

3. Orientation Leader Qualifications

- Must be a current UMKC undergraduate student enrolled in classes for Fall 2023 Semester and planning to enroll in classes Spring 2024 Semester and Fall 2024 Semester.
- Must be able to work a flexible part-time schedule, including early mornings, evenings, weekends, and weekday hours.
- Must be able to participate in all scheduled trainings, retreats, Orientation sessions, events, meetings, and scheduled work activities.
- Must have a 2.50 or higher cumulative UMKC undergraduate GPA as of date of hire and continuing during time of employment. This status will be verified prior to hire and during time of employment.
- Must be in good standing with UMKC and not on academic or disciplinary probation as of date of hire and during time of employment. This status will be verified prior to hire and during time of employment.
- Must have completed--by the end of Spring Semester 2024--a minimum of 24 UMKC credit hours.
- Must reside within the greater Kansas City metro area during time of employment or be willing to commute to campus for all trainings and events. There is not an opportunity to work virtually in this position.



4. Orientation Leader Work and Training Schedule

Please see below for the most updated Orientation Leader work and training schedule. Dates/times are subject to change and will be updated throughout the semester.

Spring 2024

Weekly Training: Once the team is established, we will set a training time that works for all schedules.

Summer 2024:

- **Monday, May 20th, 2024 - Friday, May 24th, 2024:** Orientation Leader Training (9am-5pm)
- **May - August:** up to 10 office hours weekly depending on responsibilities/need (optional)
- **June - July:** Orientation Sessions (Mandatory)
 - Saturday, 6/1
 - Tuesday, 6/4
 - Friday, 6/7
 - Monday, 6/10
 - Thursday, 6/13
 - Saturday, 6/15
 - Tuesday, 6/18
 - Friday, 6/21
 - Tuesday, 6/25
 - Thursday, 6/27
 - Saturday, 6/29
 - Tuesday, 7/9
 - Saturday, 7/13
 - Monday, 7/22
 - Thursday, 7/25
 - Saturday, 7/27
 - Wednesday, 7/31
 - Monday, 8/12
- **August (TBD):** Roo Welcome
- **Late August/Early September:** up to 5 office hours weekly depending on responsibilities (optional)

Fall 2024/Winter 2025:

- **August-November 2024: (Optional)** 2025 Orientation Leader recruitment/outreach support
- **January 14, 2025:** Spring Orientation

5. Orientation Leader Compensation Information

Orientation Leaders are paid bi-weekly on an hourly basis at \$12 per hour.



6. Orientation Leader Application, Selection Process, and Selection Timeline

All applications will be filled out online through [Google Forms](#).

By submitting your application, you certify that the information provided is accurate. You give the hiring committee permission to check your UMKC GPA and conduct standing. You also give us permission to contact your references.

If you have any questions, please reach out to the Assistant Director of Admitted Student Events, Rachel Hughes at rachel.hughes@umkc.edu or 816-235-1022.

SELECTIONS TIMELINE:

- **Application Priority Deadline:** Sunday, October 29th by 11:59pm CT.
- **Interviews:** Interviews will be held the weeks of November 6th and November 13th.
- **Start Date:** If selected, the position start date will be during the week of Jan. 29, 2024

If you are selected and accept the terms of employment, you are also accepting your commitment to the training, work schedule, and positional expectations.