

Orientation Leader - Job Description

An Orientation Leader (OL) conveys information to new students, their family and friends about Seneca's programs and services. The OL assists with all orientation events and plays a vital role in facilitating the adjustment of new students to our campus and community. The OL position is an outstanding opportunity for any student interested in gaining leadership skills and making a difference in the Seneca community.

General Accountability and Responsibilities

Orientation is an important event in the life of a student as it is an opportunity to demonstrate the welcoming and inclusive community that Seneca College has to offer. As such the College supports S.W.O.T. (Student Welcoming & Orientation Team), and its Orientation Leaders, and appreciates their efforts in developing a healthy, safe, and comfortable Orientation program for the college's new students.

The Orientation Leader position is accountable to the Student Life Coordinator and the Manager, Student & Campus Life. This position works in partnership with Student Services, the Student Ambassadors, the Seneca Student Federation, Athletics and Recreation, and Residence Life Staff to deliver a comprehensive Orientation program for all first year students.

The OL will assist with orientation events, help direct new students and their guests around the campus, assist in preparing campus for orientation days, explain academic and social opportunities as well as available services for new students. OLs will assist in ensuring all events associated with Orientation run smoothly and that all new students feel welcomed to Seneca College. OLs play a vital role in instilling a sense of school spirit and engagement in the first year class. OLs must attend all training sessions and Orientations as communicated by their Student Life Coordinator. OLs, as part of the Orientation program, will assist with Welcome Week activities, Involvement Fairs, providing campus tours during events, and may be asked to help facilitate sessions for new students. OLs are also expected to assist with promoting and recruiting for the position of OL to the general student population.

Qualifications:

There are a variety of qualities that an Orientation Leader must have. We are looking for students who possess the following:

- * Enthusiasm and energy
- * Leadership development potential
- * Positive communication skills
- * Integrity
- * A desire to work with students, family, faculty and staff
- * Good academic standing (minimum GPA of 2.5)
- * Problem solving abilities
- * Have completed at least one full semester of study

Benefits of being an OL:

There are many benefits for outstanding students who pursue an Orientation position. Most importantly, OLs will gain leadership experience; an occasion for developing professional relationships with college staff, faculty and students, and skills in effective communication. OLs who fulfill all obligations and duties will receive a certificate noting their achievement at the end of the Orientation program. Being an OL can open the doors to many other great leadership opportunities at Seneca College.

Application Information

All applications are available on-line for download and there will be a few print copies available in Student Services offices from your Student Life Coordinator. Applications (including resume) and 2 references are to be submitted to your campus' Student Services Office. At this point applicants may be invited to take part in a mandatory training session. To be qualified as an Orientation Leader, you must attend this training.

Selection & Training

Applicants will be selected based on their application, which may consist of their application form and a short interview with a Student Life Coordinator. Those selected will be invited to attend a day of mandatory training. Training topics may include: how to deliver a campus tour; communication skills, diversity, campus services and more.

Orientation Leader Application

Name: _____

Student Number: _____ Phone: _____

Seneca Learn Email: _____@learn.senecac.on.ca

Address: _____

Program of Study: _____

Year of Study: _____ GPA: _____ Shirt Size: S M L XL XXL

Already registered with the Seneca Leadership Program Would like to register for the Seneca Leadership Program

A complete application includes the following:

- Complete Application Form (all questions completed)
 - 2 complete reference forms (included in application package)
 - Copy of your most current resume
-

Please answer the following questions:

If you need more space than provided to fully answer the question, please feel free to attach additional pages.

1. Are you currently involved in any activities on campus? If so, please list the activity and your involvement.

2. Did you attend your Orientation? Yes No

If yes, what were your impressions of the day? If no, why did you choose not to attend?

3. What interests you in being an Orientation Leader?

4. What do you feel are the 3 main challenges facing college students today?

5. What is your most positive memory about your 1st Semester at Seneca?

6. What would you contribute to Orientation?

**Please return completed application to your Student Life Coordinator located at your
Student Services Office:**

**Glenna Thomas - Newnham: D2000
Paul Cadoo - King: GH 2100**

**Shazeela Nabi- Seneca@York: S1161
Shanna MacInnes - Markham: 180**

Orientation Leader Reference Form #1

To be completed by Seneca College Faculty/Staff member

Applicant Name: _____

The person named above has applied to become an Orientation Leader. Your assessment of the applicant's character will enable Student Services to determine whether the applicant is suitable for this position. Please respond to all questions to the best of your ability.

Referee's Name: _____

Position at Seneca: _____

Phone: _____ Email: _____

How long and in what capacity have you known the applicant? _____

Please rate the candidate compared to other students you know on the following:

	Outstanding	Good	Average	Poor	Not Observed
Communication skills					
Enthusiasm & positive attitude					
Interpersonal skills					
Problem solving skills					
Ability to be responsible					
Ability to be dependable					
Public speaking ability					
Creativity					
Sensitivity to cross-cultural issues					
Ability to adapt to new situations/be flexible					
Demonstrated engagement in learning					
Leadership (potential or demonstrated)					
Level of integrity					

Please provide additional comments that would aid the Selection Committee evaluate the applicant's suitability for such a volunteer position.

Use other side for additional space or attach a page with additional comments

**Please return this form to the attention of Student Life Coordinator
at the Student Services Office on your campus**

**Glenna Thomas - Newnham: D2000
Paul Cadoo - King: GH 2100**

**Shazeela Nabi- Seneca@York: S1161
Shanna MacInnes - Markham: 180**

Orientation Leader Reference Form #2

To be completed by a reference of your choice

Applicant Name: _____

The person named above has applied to become an Orientation Leader. Your assessment of the applicant's character will enable Student Services to determine whether the applicant is suitable for this position. Please respond to all questions to the best of your ability.

Referee's Name: _____

Position Title: _____

Phone: _____ Email: _____

How long and in what capacity have you known the applicant? _____

Please rate the candidate compared to other students you know on the following:

	Outstanding	Good	Average	Poor	Not Observed
Communication skills					
Enthusiasm & positive attitude					
Interpersonal skills					
Problem solving skills					
Ability to be responsible					
Ability to be dependable					
Public speaking ability					
Creativity					
Sensitivity to cross-cultural issues					
Ability to adapt to new situations/be flexible					
Demonstrated engagement in learning					
Leadership (potential or demonstrated)					
Level of integrity					

Please provide additional comments that would aid the Selection Committee evaluate the applicant's suitability for such a volunteer position.

Use other side for additional space or attach a page with additional comments

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