

## Job Description: 2020 Bentley University Orientation Leaders (OLs):

Highly motivated, enthusiastic, positive students, with an attention to detail, who are looking to enhance their leadership skills by serving as role models, guides and mentors for new students and families at Bentley University.

### All orientation staff will be:

- I. Professional
- II. Globally minded
- III. Comfortable leading activities
- IV. A team player
- V. Excited about Bentley
- VI. Flexible

Orientation Leaders (OLs) are responsible for helping welcome all new falcons to our diverse Bentley University Community. OLs must be knowledgeable of University resources and the various opportunities available to incoming students. OLs will be assigned a group of new students (including first-year, transfer, and exchange students) to mentor during the Orientation Program and beyond. It will be the responsibility of the OLs to create a community within their groups through icebreakers, conversation, information and motivation. They will lead new students to sessions, facilitate small group conversations, fill any unexpected down time in schedule, and be the primary resource during our program. Successful candidates are school spirited, passionate, comfortable leading icebreakers, skilled at managing different group dynamics and many personalities as well as patient/flexible. In addition to leading their groups, OLs are responsible for various operational tasks (based on individual abilities) to ensure the successful completion of the Orientation Program. Every OL plays a role in each aspect of the Orientation Program. Successful candidates will participate in a robust training to develop and enhance skills and knowledge necessary for the program. Please be advised that there may be other duties as assigned.

Staff **must** be available at the following dates/times for training and program execution:

### **OL Spring Training**

O-Team Spring Retreat – Sunday, March 29, 2020, Time 12:30 pm-3:30 pm, Backbays

Pre-Summer Meeting – Friday, April 24, 2019, 3:30-7:30 pm, Wilder Pavilion and Backbays

### **August Orientation Training and Program:**

Training – Sunday, August 16<sup>th</sup>-Sunday, August 23<sup>rd</sup>

Pre-arrival and Orientation Programs – Monday, August 24<sup>th</sup> –Sunday, August 30<sup>th</sup>

*\*Providing a welcoming environment for all new and future falcons is important, and we may request your help at programs such as Admitted Students Day and Open House.*