

Orientation Guide Job Description

UNE's New Student Orientation Program assists incoming first year and transfer students and their families in successfully transitioning to the UNE campus community. Serving as an Orientation Guide (OG) is an opportunity for you, as a current student, to support your incoming peers while also developing leadership skills, increasing your knowledge of UNE, and building connections that will last your lifetime. The Office of Student Engagement hires Orientation Guides for our Summer Session and for Fall/New Nor'easter Days.

Qualifications

- Applicants must be currently enrolled in an undergraduate degree program at UNE and have completed one semester of coursework on campus.
- Good academic and conduct standing with a cumulative GPA of 2.25 or higher.
- Relate well to students, families, faculty and staff.
- Sincerity, reliability, responsibility, confidence, flexibility, a willingness to help, and strong interpersonal communication skills.
- Demonstrate a desire to learn about the University of New England's programs and policies, and an intention to promote UNE positively.

Responsibilities

- Welcome students upon arrival to campus (in June and August).
- Lead activities and/or games that encourage new student interaction with Guides and one another.
- Facilitate campus tours and small group discussions during orientation sessions and New Nor'easter Days.
- Assist in organization, preparation, and implementation of orientation activities, including event set-up and breakdown as required.
- Lead discussion groups of incoming students as assigned.
- Serve as a resource person for incoming students (i.e. providing directions, discussing campus services, etc.).
- Attend orientation-sponsored events for first-years, as outlined.

Expectations as an Orientation Guide

- Be an enthusiastic member of the UNE community.
- Be willing to purposefully invest in the lives of first-year and transfer students.
- Commit to attending required training sessions in the Summer and/or Fall.
- Be able to facilitate discussions and icebreakers in a group setting.
- Be willing to learn and grow in your leadership capacity.

- Be open and honest about your UNE experiences while also representing the University in a positive and collaborative way.
- Be passionate about your role as an Orientation Guide and assist in the recruitment of next year's team.

Dates

- Summer Training – June 10-13
- Summer Orientation – June 16-17, 23-24, 26-27
- Fall Training – August 14-20
- Fall Orientation – August 21-23
- New Nor'easter Days – August 24-26
- Weeks of Welcome – Hours will vary

Compensation

- Orientation Guides will receive an hourly rate at \$14.65/hr or minimum wage