



Orientation Team Leader Position Description

Title:	Orientation Team Leader (OTL).
Reports to:	Orientation Executive Staff and Assistant Director of Orientation & Transition Programs
Compensation:	\$12.00/hour (new staff) and \$12.50 (Returning) for all training and scheduled hours
Appointment:	Summer training, Move-in/Orientation August 10 - August 24, 2024, and one Fall Meetings
Training:	Summer training modules in Canvas, and Fall training Saturday, August 10 through Friday, August 16, 2024.

Position Summary:

An Orientation Team Leader (OTL) is responsible for providing leadership, building community, and promoting new student learning during fall Orientation. OTLs will lead group activities and discussions, give campus tours, facilitate connections between students, answer questions regarding different aspects of both academic and social university life, and present a positive image of Michigan Tech to both new students and parents.

Responsibilities:

Orientation Team Leaders play an integral role in introducing new students to Michigan Tech by serving as mentors and guides to incoming students and their families. To achieve these goals, OTLs:

- Act as a leader for a team of approximately 25-35 new students.
- Facilitate programs, meetings, and small group discussions about educational and social issues.
- Address concerns and answer questions of first-year students and their families.
- Serve as a resource and refer new students to campus services as needed.
- Value differences in others and promote a culture of respect.
- Communicate and promote the Michigan Tech values.
- Assist with the preparation of Orientation activities and materials.
- Positively represent Michigan Tech as a role model for all new students.
- Perform other duties as assigned.

Returning Orientation Leaders also have the following responsibilities:

- Serve as a mentor and role model to new orientation leaders.
- Lead small group meetings during training sessions.

Essential Job Requirements:

Minimum Qualifications:

- Enrolled as a full-time Michigan Tech student for the Fall 2024 semester.
- Minimum cumulative and semester grade point average (GPA) of 2.5 from application through term of employment.
- Free of any conduct violations at the time of appointment and remain free while employed.
- Be willing to maintain focus and a positive attitude through the long and varied hours during fall Orientation.
- Strong desire to work with new students and their families, dedication, flexibility, and a willingness to learn.
- Work well with individuals and in groups and be able to maintain a positive attitude over a long workday.
- Willing to get out of their personal comfort zones to help new students of all types.
- Must be available for all training events and fall Orientation.
- Must have satisfactory academic progress towards their degree.

Desired Qualities:

- Communication skills and leadership qualities suitable for leading a group of approximately 25-35 students.
- Teamwork skills suitable for working with other Orientation Team Leaders and first-year students.
- Comfortable and confident in public speaking and interacting in a one-on-one setting.
- Knowledgeable about many different aspects of Michigan Tech.

Contact us at (906) 487-3558 or success@mtu.edu with any questions.