



Michigan  
Technological  
University

**Orientation Team Leader  
Position  
Description**

**Job Title:** Orientation Team Leader (OTL)  
**Department:** Waino Wahtera Center for Student Success  
**Reports to:** Orientation Executive Staff and Assistant Director of Orientation Programs  
**Compensation:** \$9.25/hour (or minimum wage) for all training and scheduled hours  
**Training:** OTLs are required to complete spring training, summer training modules in Canvas, and Fall Training the week prior to Orientation Week (August 18-25).

**Position Summary:**

An Orientation Team Leader (OTL) is responsible for providing leadership, building community, and promoting new student learning during Orientation Week. 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 Technological University by serving as mentors and sharing their experiences as successful students. Throughout the weeklong Orientation program, OTLs assist incoming students and their families to help them feel welcomed and excited to learn about campus. To achieve these goals, OTLs:  
Create a short video introducing themselves that will be shared on the Wahtera Center YouTube page.  
Work in close cooperation with the Wahtera Center, Housing and Residential Life, fellow OTLs, and various campus departments, faculty, and staff to help provide a comprehensive orientation program for new students.

Act as a leader for a team of approximately 20 new students.

Are available and accessible to first-year students and provide daily personal contact with students assigned to their team.

Facilitate programs, meetings, and small group discussions revolving around educational and social issues.

Address concerns and answer questions of first-year students and their families.

Encourage students to establish relationships and build camaraderie among their peers.

Lead students through fall registration and teach them the registration process.

Act as a resource person for members of the team and refer new students as needed.

Direct and encourage student and parent participation in orientation events.

Attend and actively participate in all training sessions.

Support their fellow OTLs throughout the program.

Assist with the preparation of Orientation activities and materials.

Learn and explain academic and co-curricular opportunities and procedures.

Positively represent Michigan Tech as a role model for all new students.

Attend all staff meetings and assigned shifts.

Perform other duties as assigned.

**Returning Orientation Leaders will also have the following responsibilities:**

Serve as a mentor and role model to new orientation leaders.

Lead small group meetings during all training sessions.  
Train new orientation leaders on team meeting procedures and leading tour effectively.

**Essential Job Requirements:**

**Minimum Qualifications:**

Must be enrolled as a full-time Michigan Tech student for the Fall 2017 semester.

Must have a minimum cumulative and semester grade point average (GPA) of 2.5 at time of application and maintain it throughout entire term of employment.

Must be free of any conduct violations at time of appointment and remain free while employed.

Must be willing to work long and varied hours during Orientation Week.

Must possess pride in being a Michigan Tech student, a strong desire to work with new students and their families, dedication, flexibility, and a willingness to learn.

Be able to represent Michigan Tech by offering a positive, safe environment as they interact with new students.

Be able to work well with individuals and in groups, and be able to maintain a positive attitude over the course of a long workday.

Be willing to get out of their personal comfort zones to help new students have a memorable experience at Orientation.

Must be available for all training events and orientation week.

**Desired Qualities:**

- Possess communication skills and leadership qualities suitable for leading a group of approximately 20 students.
- Possess teamwork skills suitable for working with other Orientation Team Leaders and first-year students.
- Be comfortable and confident in public speaking and interacting in a one-on-one setting.
- Be knowledgeable about many different aspects of Michigan Tech.

Contact Wahtera Staff at [success@mtu.edu](mailto:success@mtu.edu) with any questions.

Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer, which includes providing equal opportunity for protected veterans and individuals with disabilities.