



## RETURNING ORIENTATION LEADER (ROL)

### General Description:

***ROLs serve as positive role models for first-time OLs through mentoring and support. They will serve as Committee Members for the New Patriot Orientation program.*** They will complete all of the same duties as first-time OLs and will bring a level of added expertise and professionalism to the program.

### Required Qualifications:

- ***Have previously served as an Orientation Leader***
- Have a 2.50 CGPA at the time of application, and maintain a 2.50 CGPA for the duration of the Fall 2023 and Spring 2023 semesters
- Be in good academic standing and good judicial standing at the time of application and through the entire term of employment
- Be enrolled as a full-time (12 credit hours) UT Tyler student for the Fall 2022, Spring 2023, and Fall 2023 semesters
- Be able to attend all NPO sessions, all training dates, and all other program dates
- Disaffiliate with all on-campus leadership positions and organizations until August 16, 2023
- Not employed with another position that will conflict with the needs of New Patriot Orientation
- Not enrolled in Summer 2023 classes that will conflict with the needs of New Patriot Orientation

### Essential Job Functions:

- ***Serve as a mentor and positive role model to first-time Orientation Leaders***
- ***Serve on a committee to help support the success of New Patriot Orientation and to provide additional expertise***
- Mentor a different small group of incoming freshmen students across each of the 6 sessions of NPO
- Embody excellent customer service skills in order to give each student and guest the best experience possible
- Collaborate and work with a partner towards accomplishing the mission and goals of NPO
- Communicate across various forms of electronic communication like GroupMe and email, and in-person at all official NPO events
- Follow the official NPO schedule when executing NPO with attention to time management
- Serve as the point of contact during NPO for all student and guest concerns or needs
- Serve as an ambassador for The University of Texas at Tyler
- Provide support for programs and events hosted by the department of Student Engagement

### Benefits:

- Scholarship payment applied to the Fall 2023 semester in the amount of:
  - ***\$870.00 for working all 6 freshman sessions***
  - ***\$152.25 – \$304.50 for working between 3-6 transfer sessions***
- Summer housing
- Exclusive swag
- Meals during all orientation sessions



## Term of Employment & Required Dates:

- Term of employment: January 9, 2023 – August 16, 2023
- Spring Staff Trainings: Once a week, every other week during the Spring 2023 semester, dates and times will be determined once staff is selected
- Staff Retreat: Official dates TBD (May 2023)
- Freshman NPO:
  - Session 1: June 8 & 9, 2023
  - Session 2: June 15 & 16, 2023
  - Session 3: June 22 & 23, 2023
  - Session 4: July 13 & 14, 2023
  - Session 5: July 20 & 21, 2023
  - Session 6: July 27 & 28, 2023
- Transfer NPO (must work a minimum of 3 sessions):
  - Session 1: December 13, 2022
  - Session 2: January 6, 2023
  - Session 3: May 12, 2023
  - Session 4: May 16, 2023
  - Session 5: August 9, 2023
  - Session 6: August 15, 2023
- Freshman refreshers: June 7, June 14, June 21, July 12, July 19, July 26
- Transfer refreshers: December 12, 2022, January 5, May 11, May 15, August 8, August 14
- Attend at least one (1) First Year Experience event
- Attend at least one (1) event on campus

## Interview Process:

Returning Orientation Leader applicants will complete an individual interview only.

- Individual interviews will happen November 14 through November 17, from 8:00 AM to 3:00 PM daily, in 30 minute increments. You only need to attend one individual interview.
- All interviews are first-choice availability.

Selections will be announced via email on December 1<sup>st</sup> no later than 5:00 pm.