



ORIENTATION LEADER (OL)

General Description:

OLs for New Patriot Orientation are student volunteers and play a vital part in helping incoming freshmen and transfer students learn about all that UT Tyler has to offer on-campus and beyond. OLs are primarily responsible for helping students and their guests acclimate to campus and teach them about what it means to attend UT Tyler through the sharing of your own experiences as a student. New Patriot Orientation leaders work primarily with incoming freshmen, transfer students, and guests.

Required Qualifications:

- 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:

- 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:
 - \$840.00 for working all 6 freshman sessions
 - \$147.00 - \$294.00 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:

All first-time applicants will participate in an individual interview **and** group interview.

- 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.
- Group interviews will take place on November 15th from 5-7 pm and November 16th from 5-7 pm. You only need to attend one group interview.
- All interviews are first-choice availability.

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