POSITION DESCRIPTION

WEEK OF WELCOME
ORIENTATION & TRANSITION LEADER (OTL)

Responsibilities:
• Serve as a leader and role model to new students and their families.
• Take an active role in supporting all new students during their transition to campus.
• Lead a small group of students and acquaint them with campus resources, activities, and opportunities.
• Assist in the organization and implementation of Week of Welcome activities and programs.
• Conduct campus tours.
• Communicate effectively with a wide range of students.
• Exercise mature judgment and patience.
• Support and encourage fellow staff members.
• Perform additional duties as assigned.

Requirements:
• Reliable, responsible, confident, creative, sincere, flexible, willingness to help, and strong communication skills.
• Genuine personality and positive attitude.
• Basic knowledge of UWRF campus.
• Willing to learn and be challenged.
• Able to attend all training sessions, retreat, and Week of Welcome program.
• Eligible to register as a full-time undergraduate student for fall of 2016.
• Not employed at UWRF as an OTL for International Student Orientation (International Student Services) or as a Resident Assistant (Residence Life).
• Minimum Cumulative GPA of 2.5 during entire duration of employment.

Compensation:
• Enhance communication and leadership skills.
• $8.00/hour
• UWRF apparel and accessories.

Required Dates:
• NSFP Staff Training Sun, April 10 from 1:00 pm – 5:00 pm
• WOW OTL Training Thurs, Aug 25 – Tues, Aug 30
• New Student Move-In Sat, Sept 3
• Week of Welcome Sun, Sept 4 and Mon, Sept 5
• Academic Day Tues, Sept 6