Summer 2010 Orientation Leader Application Information Sheet

Orientation Leaders are responsible for leading a group of 10-15 students during New Student Orientation (Transfer and Undergraduate students). They assist in creating a welcoming climate for students by sharing their own experiences at NYU and leading group activities such as ice-breakers, walking tours, etc. At times, Orientation Leaders will also be asked to assist at Parent Orientation and answer questions from families. Orientation Leaders must be able to communicate with departmental advisors as well as demonstrate ALBERT registration procedures to new students.

How to apply
1. All applications and supporting documents must be handed in by 4 pm on Tuesday, February 16, 2010 to the Office of Student Affairs, Pless Hall, 82 Washington Square East, 2nd floor. No exceptions. Applicants must be Steinhardt undergraduate students.
2. Schedule your interview when you hand in your application materials. Interviews will be held the week of Feb. 22 – 26.
3. If you are late, need to cancel or reschedule call the office immediately. Missed interviews WILL NOT BE RESCHEDULED.
4. Interviews will run for approximately 20 minutes each and will be conducted by two staff members.
5. All students will be notified by email of the result of the interview process.

Guidelines
1. You MUST be available for all Orientation Dates (see below).
2. A stipend of $500 is payable at the end of the August orientation program.
3. Housing is provided for students in Founders Residence Hall ONLY! You will have a roommate who is also a Steinhardt Orientation leader. Housing is provided from June 20 – July 17.
4. Board is not provided. The only meals provided are during our orientation dates, training, and pre-orientation group dinners (typically the night before each Freshmen session).
5. You MUST be in Founders Residence Hall the night before and the night of any orientation event. Housing is assigned by the Department of University Housing. This housing is yours to use or not use during the prescribed dates. You are held to all the rules & regulations of university housing.
6. You may be employed outside of summer orientation as long as you can commit to the training and orientation dates and times.
7. You may register for classes as long as they DO NOT conflict with summer orientation dates and times.

YOU MUST BE ABLE TO ATTEND:
April 24 (Saturday) 9 am to 5 pm OL Team Building/Planning
June 22 (Tues.) 9 am – 5 pm Faculty/Staff/OL Development Sessions
June 24 (Thurs.) 8 am – 6 pm Transfer Orientation
June 29-30 (Tues.-Wed.) 7:45 am – 11 pm Freshmen Orientation (overnight stay required)
July 8-9 (Thurs.-Fri.) 7:45 am – 11 pm Freshmen Orientation (overnight stay required)
July 13 (Tues.) 8 am – 6 pm Transfer Orientation
August 30-31 (Mon.-Tues.) 8 am – 5 pm Combined Freshmen/Transfer Orientation