

# International and Overseas American Orientation Leader Fall 2019 Information Packet

## Orientation Leader Qualifications

- Display strong interpersonal, communication and leadership skills and the potential to develop these skills.
- Must be currently enrolled full-time, have completed at least one year at MC by spring, and be returning to MC for Spring Semester
- Good academic and disciplinary standing (**minimum cumulative G.P.A of 2.30**)
- Positive attitude and enthusiasm for Monmouth College
- The ability and desire to work with diverse groups of people (students, faculty and staff)
- Campus and/or community extracurricular involvement
- The ability to be a reliable, energetic, responsible and flexible team player
- The ability and desire to follow the Monmouth College alcohol and drug policies, as well as the additional standard of refraining from alcohol and drugs during any MC International Orientation event
- A desire to be a role model and live out the ideals of a quality liberal arts education: a commitment to excellence, integrity, good communication skills, tolerance and shared responsibility for the success of Monmouth College

## Orientation Leader Position

### General Requirements

- Serve as an approachable and available role model for new students throughout their first year
- Be an advocate for the interests, needs and rights of first-year students
- Direct students to other individuals, organizations and programs at MC related to their interests and needs
- Being a part of, and supporting a diverse team of international student orientation leaders
- Assist in the preparation of MC International Orientation activities and materials
- Foster an environment that helps participants to develop relationships/ feel a sense of community.

### Specific Requirements

- Arranging your schedule to allow for active participation in the orientation program
- Attending and actively participating in all programs, sessions, trips and dinner/lunch talks
- Ensuring that orientation surveys are completed and submitted

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## **Dates To Keep In Mind – Mark Your Calendars!**

- 1) International Orientation Leader Move-in date
  - **August 6, 2019**
- 2) Orientation Leader Training
  - **August 7-8, 9:00am, CSB**
- 3) New International Students' Expected Arrival Days
  - **August 9-11**
- 4) Orientation
  - **August 12-16**

### **Orientation Leader Responsibilities**

#### **Welcome Week**

- Be able to move to campus on **August 6**.
- Actively assist with the planning of, and the physical aspect of arrivals and move-in
- Help with designated Welcome Week group activities and attending and actively participating in other Orientation activities
- Participate in team building activities with other Orientation Leaders
- Mingle with, and enjoy all meals with new students during Orientation
- Serve as a Leader/mentor for up to 3 students
- Explain academic opportunities and procedures ( schedules, reading loads, buying books etc)
- Acquaint new students with campus services and building locations
- Help to develop class schedules and the registration process
- Provide information regarding the variety of co-curricular involvement opportunities

### **Benefits**

- Gain significant leadership experience while enhancing your employment marketability and career opportunities
- Develop professional and personal relationships with faculty, staff and other students
- Gain skills in effective interpersonal communication
- Receive housing and meals during Orientation sessions
- Provided with a staff shirt to be worn on all program dates
- Allowed an early move-in time in the fall
- Potential additional leadership/recommendations for student work opportunities to help with ongoing programs

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