

## **Crown Orientation Leader Job Criteria**

Orientation Leaders (OL) are in a unique position to positively influence the primary experiences of new frosh and transfer students here on campus. They help to shape first days and weeks of our new students and assist them in building a new home in our community.

Mentor Orientation Leaders perform many of the usual OL tasks as well as guide the overall OL group in being successful. In particular this entails:

- regular check-ins with assigned OLs to support them connecting with their new students during the summer
- Role Model of enthusiasm and energy during long days and early morning or late night trainings
- Support and guide OLs related to group management and leading tours
- coordinating rehearsals and preparation for the OL performance in the Crown Variety Show
- lead organizing and communication with entire fall student staff team for Find the Place Race
- Maintain awareness of schedule and remind team as necessary where to be and when
- understanding priority of tasks and location of resources to effectively direct and support other OLs

Because of these additional responsibilities, Mentor OLs will need to be available for extra preparation time.

Optional – Mentor OLs will be invited to participate in interviewing OL applicants.

All returning OLs are encouraged to help plan and lead the spring OL group meeting (Sunday, 5/22/16 1-5pm).

Orientation Leader Criteria:

- Familiarity with/Enthusiasm for Crown
- Interpersonal Communication Skill with diverse people
- Comfort with public speaking
- Ability to lead/mentor new students
- Good academic and judicial standing

Mentor Orientation Leader Criteria – all of the above and:

- Fundamental understanding of the structure and functioning of Crown college and the CPO
- Cognizant of summer and September team and individual tasks with capability to remind and guide team members toward timely completion.
- Ability to train new OLs – professionalism, enthusiasm, patience, knowledge of job
- Interest in developing leadership skills
- Ability to effectively and fairly provide direction to one's peers
- Availability to provide additional event leadership assistance to the Crown CPO as needed
- Ability to prioritize, take initiative and ask for direction and support as needed
- Follow through/independence/reliability
- Excellent interpersonal communication skills
- Experience with approaching subjects commonly and openly discussed in college that may be challenging and unfamiliar for new students

Preferred Skills, Knowledge and Abilities for both of the above

- One year in residence at Crown
- Knowledge of Crown events
- Ability to assist in event development and implementation
- Friendly, Approachable
- Hard worker