

OFFICE OF ORIENTATION & TRANSITION PROGRAMS

NEW STUDENT ORIENTATION LEADER (OL) 2025 POSITION DESCRIPTION

Position Description: The Orientation Leader (OL) position provides students the unique leadership opportunity to officially welcome new Blue Hens to the University of Delaware! OLs are hired to ease the transition of the new first-year, transfer, and international students, and their families as they begin their relationship with UD. OLs aid in academic, social, and cultural acclimation to the university. OLs also serve as a resource for new students and their families by providing honest and current information about any and all aspects of UD. Through this leadership position, OLs are also able to gain essential skills that are easily transferable into their professional careers and life after UD. OLs are official representatives of the Office of Orientation & Transition Programs (OTP), the Division of Student Life, and the University of Delaware, and should act accordingly with professionalism and good judgment.

Part One: Important Dates Mandatory for Eligibility (subject to change)

Please review the following details regarding the Orientation Leader role and expectations of the position before submitting your application:

2024-2025 Timeline (subject to change)

October 7	OL Applications Due at 11:59pm
October 16 – October 25	OL Group Interviews (Invitation only)
November 5 – 6, & 18-20	OL Individual Interviews (Invitation only)
November 22	OL Selection Notification
December 6	OL Contracts Due & Payroll Information
January 30 & 31	Winter NSO TENTATIVE (Move in & Training Provided)
March 7 – 9	NODA Region VIII Conference
June 1	OL Move In
June 2-13	OL Training
June & July	Summer NSO Sessions (may have in-person and virtual components)
TBD	OL Wrap Up
End of July TBD	OL Move out
TBD	August NSO Prep & August NSO (*exempt if graduating May 2025)
TBD	UD Welcome Days Responsibilities (*exempt if graduating May 2025)
TBD	Winter 2025 Virtual NSO

Part Two: Eligibility Requirements:

- OLs must have attended the University of Delaware for at least one semester as a full-time student before January 2025
- OLs must enroll as a full-time student and maintain undergraduate status through Fall 2025
- OLs must have and maintain a minimum 2.5 cumulative GPA and be in good academic and disciplinary standing with the University

- OLs must not take any Summer 2025 classes
- OLs must commit to an employment period that formally begins in December 2024 and formally ends in September 2025
- OLs must be able to assist with Winter NSO January 30-31st 2025 (tentative dates). Training provided.
- OLs will **register for and attend the Orientation Leader Training course, which will meet weekly on Wednesday afternoons between 3-5pm in the Spring Semester** (this course is a one-credit, pass/fail course and mandatory for this role)
- OLs will attend the NODA Region VIII Conference and attendance is a MANDATORY requirement of the position. More details will be given through the OL recruitment process
- OLs will attend OL Training **from June 2-13, 2025**, during which time all activities will be coordinated by OTP staff, and **OLs will be expected to work 7 am-7pm on weekdays and various times on weekends**
- Beginning June 1, 2025, OLs will move to an on-campus residence hall.
- OLs will be present for all orientation sessions during June and July 2025. NSO sessions occur on weekdays apart from the July 4th holiday. OLs will be expected to work on NSO days, and some evening work hours may also be assigned. NSO will have both virtual and in-person components
- OLs will be required to work August NSO and UD Welcome Days. These dates are TBD. (RAs and students in Marching Band are the ONLY students who will be exempt)

Part Three: Position Expectations:

- OLs must role model behavior that is reflective of a campus leader, both in person and through written communication and social media
- OLs must display a strong work ethic and be willing to work the expected and unexpected hours necessary to implement a successful OL & NSO experience
- OLs must display professionalism, maturity, reliability, flexibility, inclusivity, and school spirit!
- OLs must possess strong communication and interpersonal skills
- OLs will participate in goal-setting and formal performance evaluation activities throughout their employment and will meet with their assigned Student Coordinator and/or OTP Staff member regularly
- OLs will commit to a high level of personal ethics and responsibility during employment. As such, OLs will abide by all the policies within the University of Delaware Student Code of Conduct as well as all federal, state, and local laws. Any violation of the Student Code of Conduct or any federal, state, or local law is grounds for termination and potential referral to the Office of Student Conduct.
- Please read the 2024-2025 Code: <https://www.udel.edu/students/community-standards/student-guide/>

Part Four: Compensation

Students who serve as an Orientation Leader will be compensated with the following:

- \$2200 stipend (amount pre-tax) to be distributed bi-weekly during the summer months
- Registration as part of the NODA Region VIII conference
- On-campus housing from June 1-TBD
- Meals during programs & training
- Uniform provided

Part Five: Application and Interview Process

Students who wish to apply for an Orientation Leader position will complete the following:

Read through the OL 2025 Position Description

Email Abbey Reynolds at abgoslin@udel.edu more information or questions

After submitting your application, it will be reviewed by OTP Staff. Due to the high number of applications received, not all students who apply will be interviewed.

