

## **“YOU at KU” ORIENTATION LEADER**

**2018-2019**

**Posting Title:** "You at KU - International" Orientation Worker-Student      **Pool:** Hourly/ Work Study

**Departments:** International Student Services & The Academic Accelerator Program

**Employee Class:** S-Student

**Location/Division:** Lawrence

**FTE:** .025

**Reg/Temp:** Temporary

**Work Schedule:** Hours vary according to the needs of the program.

### **Position Overview:**

The Office of International Student Services (ISS) and the Academic Accelerator Program (AAP), a partnership between the University of Kansas and ShoreLight Education, are seeking a pool of applicants to fill multiple positions on our student Orientation Leadership (OL) Team to assist, as needed, with the “YOU at KU – International” new international student orientation programs, including welcoming new students, essential check-in processes, leading orientation groups, Hawk Week and other campus welcome events. Some OLs will continue to work through the Fall semester either as part of ISS’s International Leadership Team (ILT) or AAP’s Peer Mentors (PM). Attendance at pre-orientation training sessions is mandatory. Team members selected for the Fall 2018 program may be extended the option to work during the Spring 2019 orientation in January 2019 and/or the Summer 2019 semester orientation in May/June 2019.

During the Fall 2018 semester there will be two “YOU at KU – International” Orientations. The first one will occur in July and will be for graduate level students only – only some OLs will be selected to work this orientation. The second orientation will be open to all new international students and will occur in August. Some OLs will work both orientations, but the majority of hires will only work the one in August. Details on the time commitment for both orientations are below.

### **Time Commitment:**

- “YOU at KU – International” Orientation – July 2018 - Graduate Students Only Eligible to Attend
  - Mandatory Training: July 19-20, 2018
  - Orientation: July 23 – 29, 2018 (up to 40 hours per week)
- “YOU at KU – International” Orientation – August 2018 - All International Students Eligible to Attend
  - Mandatory Training: August 2-3, 2018
  - Orientation: August 6-15, 2018 (up to 40 hours per week)
  - Hawk Week: August 16-26, 2018 – Commitments will vary
  - ISS International Leadership Team – Fall 2018 term (maximum 5 hours per week)
  - AAP Peer Mentors - Fall 2018 term (maximum 5 hours per week)

### **Job Description:**

***Responsibilities will be assigned according to the needs of the program and may include, but are not limited to, any or all of the following:***

- Attend mandatory pre-orientation training sessions
- Facilitate small group (up to 30 people) sessions including facilitating icebreaker activities, leading cultural adjustment discussions, and conducting campus tours
- Help students complete their ISS check-in
- Attend information sessions with participants and conduct follow-up group discussions
- Attend social functions (dinners and evening events)
- Help with set up/clean-up of meeting facilities before and after events
- Welcome participants when they arrive at the airport, help them move into orientation housing, and assist students as they move to post-orientation housing
- Serve as a residential mentor/monitor for students residing in designated orientation housing
- Be available for general assistance, answer questions and make referrals as applicable
- Transport participants/materials to and from sessions. This may include driving a university car or van.
- Promote, encourage, and foster community through participant attendance at Orientation, Hawk Week and other campus welcome sessions, activities, and events.
- Perform related tasks as directed by the ISS and/or AAP supervisory staff

**Required Qualifications:**

1. Cumulative university-level Grade Point Average (GPA) of at least 2.75.
2. Completion of one academic year (fall and spring) of full-time study at KU by end of Spring 2018; the most recent semester of which must include regular KU academic courses (not AEC or Continuing Education classes). *Those OLS hired to lead AAP groups are eligible to apply if they have completed the AAP or are on track to complete the AAP by the end of Summer 2018.*
3. Communicate effectively in English (both spoken and written), as evidenced by application materials.
4. At least one semester of active participation in campus and/or community organizations, activities, or programs while a student at KU or while attending another previous college or university, as evidenced by application materials.
5. Have no other employment or commitments that limit or conflict with availability to work a flexible schedule as prescribed by the needs of the orientation program.
6. Have proper work authorization for on-campus employment during the period of this appointment.

**Preferred Qualifications:**

1. Experience as a “YOU at KU - International” participant and/or orientation volunteer.
2. At least one semester in a leadership role at the university level in an organization, committee, or living group, or a comparable position demonstrating leadership qualities and abilities.
3. Ability to relate effectively with people from various cultures as demonstrated by a history of meaningful personal interaction within a social, living, working, or academic environment.
4. Experience speaking/making presentations in front of groups.
5. Experience studying, working, or living abroad.
6. Fluency in language(s) other than English.
7. U.S. driver’s license or international driver’s license that is valid for driving in Kansas.

8. Willingness to reside in assigned orientation housing during the orientation period to provide support and assistance to orientation participants.
9. Possess a strong ability to follow through on assigned tasks
10. Must be willing to learn new skills/information and be flexible to change

**Additional Candidate Instruction:**

A complete application consists of the following: 1) completion of the online application 2) a document, to be attached, answering the below questions 3) a resume.

Questions:

1. Why do you want to work as an Orientation Leader and how you can add value to this role?
2. How will your experiences at KU (academic classes, university involvement, and leadership experiences) help you to be a successful Orientation Leader for incoming international students?
3. How will you make new international students feel welcomed as an Orientation Leader?
4. Are you a current or former student of the Academic Accelerator Program (AAP)?

**Incomplete applications will not be considered.**

Applicants selected for an interview will be required at their interview to:

- Give a brief presentation (approximately 4 - 5 min.) on a topic related to this position (Topic will be announced with interview invitation.)
- Submit official evidence of current cumulative GPA (such as an official transcript or Degree Progress Report Form.)
- Provide the names and contact information for two references. *(AAP students can list AAP staff as their references.)*

**Advertised Salary Range:** \$9.25 an hour

**Application Review Begins:** 28-Mar-2018

**Anticipated Start Date:** 19-July-2018

**Contact Information to Applicants:** Regina Sherrill, [rsherrill@ku.edu](mailto:rsherrill@ku.edu), (785) 864-3617  
Viktoria Phillips, [viktoria.phillips@ku.edu](mailto:viktoria.phillips@ku.edu), (785) 864-6604

Direct link to this posting and application:

<https://employment.ku.edu/student/11378br>

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to: Executive Director of the Office of Institutional Opportunity and Access, IOA@ku.edu, 1246 W. Campus Road, Room 153A,  
Lawrence, KS, 66045, (785)864-6414, 711 TTY