Position Description:

Orientation Leaders are a mix of international and domestic undergraduate or graduate student leaders who play an integral role in introducing new international students to Ohio State and the city of Columbus by connecting new students to university resources and policies and sharing their experiences as successful students. Orientation Leaders will be responsible for welcoming and transitioning new international students, answering questions on a variety of topics such as transportation tips, life on campus and things to do in Columbus, and leading orientation events (virtual or in-person) around campus and Columbus. Orientation leaders work in collaboration with Peer Advisors, Office of International Affairs (OIA) professional staff, and other Ohio State administrators to ensure that new students have an exciting and positive transition to Ohio State as our newest members of our community during orientation.

Qualifications:

An orientation leader must be living in the United States and be a currently enrolled undergraduate or graduate student at Ohio State who has completed at least one semester at the time of application and whose degree will not be completed prior to Spring 2022. Orientation leaders should be in good academic standing and good disciplinary standing. The OIA staff is looking for individuals who are representative of the diversity of the Ohio State community in their experience and interests. orientation leader candidates should possess a variety of qualities, including (but not limited to):

- Familiarity with Ohio State campus resources and services and city of Columbus
- Effective cross-cultural communication skills (knowledge of multiple languages or international experience is a plus but not required)
- A desire to work collaboratively with students, families, faculty, staff, and other Orientation Leaders
- Adaptive, open-minded, and willing to learn about other cultures and perspectives
- Responsible, punctual, and reliable with excellent time management skills
- Friendly, flexible, enthusiastic attitude to adapt well in a dynamic changing work environment
- Readiness to take the initiative and responsibility to better student experience during orientation
- Proactive problem-solving abilities

Responsibilities and Expectations:

- Attend and participate in all Orientation Leader training sessions July 26 – 30, 2021
- Be available for 30 hours per week as assigned from July 26 – August 23, 2021
- Assist students with information and logistics questions through management of our Airport Welcome Booth, OIA Welcome Center, and Welcome Booth
- Guide students on campus services, building locations, and university policies and procedures
- Facilitate small group discussions and engage peers through conversation to ease their transition
- Lead welcome activities such as shopping, arts, and culture excursions, and restaurant outings (as in-person restrictions allow), or virtual activities through Carmen Zoom
- Serve as a knowledgeable, friendly, welcoming representative of Ohio State and OIA
- Respond promptly to emails regarding your work schedule and work responsibilities
- Assist with other Office of International Affairs events as needed
Benefits:

The orientation leader position offers a variety of benefits:

- Pay rate of $9.10/hr
- Development of leadership and communication skills
- Cultivation of relationships and networking with University faculty, staff, and students
- Résumé enhancement and professional development
- Gain experience working with diverse communities through cross-cultural exchange
- Help new international students get settled and become members of the community at Ohio State!

Additional Information:

- The orientation leader position requires a significant time commitment during training in July and August and throughout all orientation sessions during semester breaks. Duties will require that orientation leaders are alert and engaged from early in the morning until late in the evening.
- Students applying to this position must communicate any additional employment or concurrent course or internship work to your OIA staff supervisor.
- Format of orientation will be determined based on university guidelines on health and safety this summer. Current plans are to offer both virtual and socially distant, in-person programming.

**Important Dates to Know:**

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<tr>
<th>Event</th>
<th>Dates</th>
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<tr>
<td>Summer term training – Orientation Leaders <strong>must</strong> attend every training session (9 a.m.-5 p.m.)</td>
<td>July 26 – July 30, 2021 (9 a.m. – 5 p.m.)</td>
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<tr>
<td>Autumn 2021 Orientation and Check-In (both day and evening)</td>
<td>August 2 – August 23, 2021</td>
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<tr>
<td>Spring 2022 Orientation and Check-In</td>
<td>January 3 – January 7, 2022</td>
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**Selection Timeline:**

<table>
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<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Application due date</td>
<td>Sunday, April 18, 2021 by 5 p.m.</td>
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<tr>
<td>Staff selection complete</td>
<td>Candidates will be notified by email/phone of interviews and final hiring decisions</td>
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**Contact Information:**

If you have any questions concerning this position or application, please contact Ryan Godfrey, Program Coordinator for Global Engagement, at godfrey.117@osu.edu or 614-292-6101.

The Office of International Affairs actively seeks a diverse staff.