Position Description:

Orientation leaders are a group of diverse student leaders who welcome new international students to Ohio State and the city of Columbus. Students who apply must be available to work 36-38 hours per week from Monday, July 22 - Sunday, August 21, 2019. Students selected as orientation leaders will be responsible for welcoming new international students, answering questions on a variety of topics such as transportation tips, life on campus and things to do in Columbus, while also leading orientation events 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 a positive orientation experience.

Qualifications:

An orientation leader must be a currently enrolled undergraduate or graduate student at Ohio State who has completed at least one semester at the time of application (by February 22) and whose degree will not be completed prior to the end of spring semester 2019. 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):

- Ohio State student in good academic standing
- Committed to cross-cultural exchange
- Open-minded and willing to learn about other cultures
- Ability to take initiative and work well with others
- Excellent Time Management and Communication Skills
- Responsible
- Positive, upbeat attitude
- Flexibility and ability to deal with change
- Knowledge of and willingness to learn and teach about the university community and city of Columbus
- Previous language or travel experience is great but not required

Responsibilities:

- Attend and participate in all training sessions
- Be available for 36-38 hours per week as assigned from July 22 - August 21, 2019
- Manage Airport Welcome Booth, OIA Welcome Center at the Ohio Union, and the Welcome Booth on the first floor of the Ohio Union
- Acquaint new students with campus services, building locations, and university policies and procedures
- Serve as a knowledgeable, friendly, welcoming representative of Ohio State and OIA
- Lead welcome activities such as shopping, arts and culture excursions, athletic events and restaurant outings.
• Facilitate orientation sessions and small group discussions
• 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 with University faculty, staff and students
• Résumé enhancement
• Help new international students get settled and become members of the community at The Ohio State University!

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 to your OIA staff supervisor.

<table>
<thead>
<tr>
<th>Important Dates to Know:</th>
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<tbody>
<tr>
<td>Autumn 2019 Orientation</td>
<td>July 29 – August 19, 2019</td>
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<tr>
<td>Spring 2020 Check-in and Orientation</td>
<td>January 2 – January 3, 2020</td>
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<th>Selection Timeline:</th>
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<tr>
<td>Applications due</td>
<td>Friday, February 22, 2018 by 5 p.m.</td>
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<tr>
<td>Staff selection complete</td>
<td>Candidates will be notified by email/phone of final hiring decisions</td>
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Contact Information:
If you have any questions concerning this position, please contact Renée Bishai at bishai.1@osu.edu or 614-292-6101.

The Office of Intenational Affairs actively seeks a diverse staff.