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 20 – Sunday, August 23, 2020. 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. 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.

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 21) and whose degree will not be completed prior to the end of spring semester 2020. 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 and ability to work in collaborative team environment
- Positive, upbeat attitude
- Flexibility, adaptability, and comfortability in working in quickly changing environments
- Knowledge of and willingness to learn and teach about the university community and city of Columbus
- Demonstrated experience working with different languages and cultures appreciated but not required

Responsibilities:

- Attend and participate in all training sessions, which will take place July 20 – 24 (only exception for finals)
- Be available for 36-38 hours per week as assigned from July 20 – August 23, 2020
- Facilitate orientation sessions and small group discussions
- Lead welcome activities such as shopping, arts and culture excursions, athletic events and restaurant outings
- 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
• 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
• Professional development and resume enhancement opportunity
• 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 2020 Orientation Leader Training</td>
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<tr>
<td>Autumn 2020 Orientation</td>
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<td>Spring 2021 Check-in and Orientation</td>
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Selection Timeline:
| Applications due | Friday, February 21, 2020 by 5 p.m. |
| Staff selection complete | Candidates will be notified by email/phone of final hiring decisions |

Contact Information:
If you have any questions concerning this position, please contact Ryan Godfrey, program coordinator, at godfrey.117@osu.edu or 614-292-6101.

The Office of International Affairs actively seeks a diverse staff.