



ROCKY  
MOUNTAIN  
COLLEGE

## Orientation Leader and Team Lead Job Description and Application

Rocky Mountain College has the privilege of welcoming new students to our campus each August for New Student Orientation. Student Orientation Leaders are needed to greet and welcome our new students and help them settle into campus life. These leaders will be called upon to help plan events as well as help our new students in any ways needed during orientation.

**NEW THIS YEAR!!** We will be hiring up to two Orientation Team Leads who will join the campus Orientation Team in planning events and schedules for Orientation week. Because their time and responsibility is more than traditional Orientation Leaders, the Team Leads will be paid positions.

### **TIME COMMITMENT**

Being an Orientation Leader is a great, short-term leadership opportunity at Rocky. With the bulk of time devoted in two weeks, it's an easy way to make a lasting impact before the school year begins.

**Orientation Leaders** are hired by the first of April and will attend one training meeting that month. The bulk of employment will begin with Leadership Summit and continue to the end of Orientation.

**Team Leads** will also be hired by the first of April. They will attend Orientation planning meetings throughout the end of the semester. They will also be required to do a few planning items, as well as check-in periodically with the Orientation Coordinator, during the summer. They, too, will do a bulk of their work starting with Leadership Summit and continue through Orientation week. There will be one or two post-Orientation wrap-up meetings for them in September.

### **DATES OF EMPLOYMENT**

Dates vary for Orientation Leaders and Team Leads. All dates listed are REQUIRED attendance and will help determine qualification for each position.

#### **All Orientation Leaders:**

- April 12th: Orientation Leader Training
- August 11-16th: Leadership Summit, Training and Preparation Days
- August 17-20th: New Student Orientation
- Orientation Leader Celebration (to be determined)

**Team Leads:** *In addition to the dates listed above,* these will also be required:

- Weekly Orientation Committee planning meetings (to be determined)
- Once-a-month touch base during the summer holiday (to be determined)
- Possible 5 hours/week finalizing details in July or August (can be remote; to be determined)
- August 21: Rocky Survival Class Participation (tentative)
- Possible post-Orientation meetings in September (to be determined)

### **QUALIFICATIONS FOR THE JOB**

Both **Orientation Leaders and Team Leads** must possess:

- Pride as a student at Rocky Mountain College
- Strong desire and interest to help new students make a positive transition to Rocky; willingness to serve them in any ways they may or may not communicate
- Exhibit leadership potential and a commitment to the mission of New Student Orientation
- Strong interpersonal skills and the ability to work with a diverse group of people
- Full commitment to participate in the entire Orientation program and trainings
- Positive attitude and a strong work ethic
- Ability to work without direct supervision and use good judgment to make decisions
- Willingness to learn and implement any policies, procedures or events associated with Orientation and RMC

**Team Leads**, in addition, must also possess:

- Maintain full-time student status with a minimum of 2.75 GPA
- Experience in planning, coordinating and implementing events
- Proven ability to work with a team of peers as well as with a team of campus staff members
- Past experience as a Rocky Orientation Leader (highly suggested, not mandatory)

### **SKILLS, ABILITIES AND EXPECTATIONS**

Both **Orientation Leaders and Team Leads** must possess:

- Ability to maintain a high level of energy, enthusiasm and patience when working long days
- Creativity in ideas that could be planned for Orientation events
- Be an effective and clear communicator with peers, new students, and Rocky staff
- Be comfortable facilitating small and large group discussions and activities
- A valid US Driver's License and a clean driving history
- Knowledge of the Billings area, or the willingness to learn it

**Team Leads**, in addition, must also possess:

- Willingness to lead and direct peers in accomplishing tasks
- Ability to think outside the box and problem solve on your own
- Responsibility to accomplish tasks successfully and on time

### **COMPENSATION**

**Orientation Leaders:** are volunteer positions and, therefore, will not be given a monetary wage. This does not mean you are not important, nor do we take your position for granted! We do provide free meals and lodging, as well as an Orientation polo and t-shirt, for all who are hired and participate in the full program.

**Team Leads:** Because the responsibilities and duties of the Orientation Team Leads are substantially more, they will be compensated at \$8.75/hour plus receive the benefits listed above for Orientation Leaders.

### **APPLICATION INSTRUCTIONS**

Application deadline for **both** Orientation Leaders and Team Leads is April 5 at 11:59pm.

- 1) Students applying for **both** the Orientation Leader and Team Lead positions please fill out your **personal info** on this [GoogleForm](#).
- 2) For **both** position, submit a **current resume'** tailored to the position you are applying for, including how you meet the qualifications for the job. Send this (or a link to your Googledoc) to [activities@rocky.edu](mailto:activities@rocky.edu).
- 3) **Team Leads only:** write an **essay** answering the following questions and send it (or Googledoc link) to [activities@rocky.edu](mailto:activities@rocky.edu).
  - Who or what created your interest in this position? Why do you want to become a Team Lead?
  - Share a few of your personal characteristics that will make you a *unique* addition to our staff.
  - Describe your orientation experience, either here or at another university you have attended. What do you remember most from that experience? How did it impact you?
  - Please outline any leadership positions you've had, especially those at Rocky, and how you think that experience will help you be a phenomenal Orientation Leader.
  - Please describe some ideas you have to include in the Orientation program.

Need resume' help? Contact [Lisa Wallace](#) in the RMC Career Services office for assistance.

The RMC Orientation Team looks forward to receiving your application. Candidates will be notified April 10th of selection.