



**Maynooth
University**
National University
of Ireland Maynooth

Orientation Leaders 2023

**LOOKING FOR A
WAY TO MAKE A
POSITIVE
IMPACT?**



**ARE YOU
PASSIONATE ABOUT
MAYNOOTH
UNIVERSITY?**

**WANT TO BE
PART
OF A GREAT
TEAM?**



**We may just have the opportunity
you have been looking for.....**

The Job

Job Title	Orientation Leader (OL)
Job Purpose	To assist in the effective and efficient running of the Maynooth University New Student Orientation Programme
Department	Student Engagement Office
Location	North & South Campus & Online
Responsible to	Reports to the Student Engagement Officer
Duration	First Year Orientation: Subject Information Days (Dates TBC), Welcome Week (Dates TBC) plus 2 days training (Dates TBC)
Main Responsibilities & Expectations	<ul style="list-style-type: none">• Assist in the facilitation and implementation of the first year orientation programme;• Welcoming first year students to the University;• Provide information about a variety of topics to first year students relating to Maynooth University;• Deal with queries from first year students and referring to other departments where appropriate;• Being aware and acquainting new students with campus services and building locations;• Facilitating group discussions where appropriate;• Lead workshops, presentations and discussions where appropriate;• Present a positive image of the University by facilitating campus tours and information sessions to groups of students and other key groups;• Required participation in all Orientation Team Training activities;• Assist with other Orientation-related projects and activities;• Participate in the continual evaluation of all Orientation programmes;• Other duties as assigned.

The Job (cont)

Skills / Qualities	<p>To qualify to be an Orientation Leader, at the time of application and throughout the duration of involvement in the Orientation Programme, Orientation Leaders must:</p> <ul style="list-style-type: none">• Be currently registered at Maynooth University;• Be in good academic standing with the University;• Good disciplinary standing;• Participate in all mandatory orientation commitments, activities, and associated training <p>A successful applicant shall possess or have the capacity to develop the following characteristics:</p> <ul style="list-style-type: none">• Flexibility;• Strong Interpersonal Skills;• Creative, motivated and possessing a strong work ethic;• Strong customer service orientation;• Ability to work as part of a team as well as to work on your own initiative;• Ability to follow through a job from beginning to end;• Strong sense of commitment and responsibility;• Ability to work under pressure and problem solve;• Ability to serve as a role model for new students;• Excellent time-keeping and reliability.
---------------------------	--

Training

There will be 2 in-person training sessions:

- 1. Monday, 29th May**
- 2. Tuesday, 12th September (TBC)**

There will also be a number of online sessions during the summer months.

Commitment

Orientation Leaders will typically work from 8.30am until 4.30pm during the Subject Information Days (Dates in September To Be Confirmed) and Welcome Week (Dates in September To Be Confirmed).

Orientation Leaders are expected to attend all training sessions.

Benefits / Compensation

- 1. Orientation Leaders will gain significant leadership experience;**
- 2. Develop professional relationships with staff and students;**
- 3. There will be a daily rate paid for participation (rate to be confirmed);**
- 4. Lunch vouchers provided;**
- 5. Complimentary Orientation apparel;**
- 6. Learn valuable knowledge/ insight that will enhance the Student Experience.**

Application and Selection Process

The on-line application is available at the following web link:

<https://www.maynoothuniversity.ie/orientation-leaders-2023>

Applications are due no later than 12 noon on Tuesday, 18th April, 2023.

Group Interviews

As part of the recruitment process, short-listed candidates will be called to participate in group interviews which will take place on Monday, 8th May & Tuesday, 9th May.

Please note due to the volume of applications it may not be possible to inform unsuccessful candidates immediately.

Queries

All queries should be directed to the 1st Year Orientation Team (orientation@mu.ie) – include “OL Team 2023” in the Subject Line.