



**Maynooth
University**
National University
of Ireland Maynooth

MAYNOOTH UNIVERSITY ORIENTATION LEADERS 2018

ARE YOU PASSIONATE ABOUT MAYNOOTH UNIVERSITY?

LOOKING FOR A WAY TO MAKE A POSITIVE IMPACT?

WANT TO BE PART OF A GREAT TEAM?

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

Orientation Leaders serve as the face of Maynooth University to all incoming first years.

As a representative of Maynooth University, Orientation Leaders (OLs) will work with groups of first-time students in order to assist them in their transition to a university setting. More specifically, OLs will acquaint students and their families with the academic, cultural, social, and physical environment at Maynooth University.

OLs will assist with all orientation events and play a vital role in helping to facilitate the adjustment of our new intake of students to the campus community. These positions are a wonderful opportunity for interested students to gain key skills such as leadership skills, etc.



ORIENTATION LEADERSHIP

TEAM 2018



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
Responsible to	Reports to the Student Engagement Officer
Duration	First Year Orientation: 13 th & 14 th September (Subject Information Days) as well 17 th – 21 st September 2018 (plus a number of training days beforehand)
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.
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 **1 and ½ training days** provided prior to the Orientation programme:

- i) Monday, 28th May 2018
- ii) Tuesday, 11th September 2018

There will also be 90 minute training sessions on the following dates:

- Week beginning Monday, 2nd April
- Week beginning Monday, 9th April
- Week beginning Monday, 16th April
- Week beginning Monday, 23rd April

Training will include:

- Overview of Orientation Programme
- Ice-breakers & tips to get new students interacting
- Student Records & Registration Information
- Programme & Subject Choices overview
- Support Services Information including DSS, Maths Support Centre, Writing Centre, Programming Support Centre, etc.
- Exams & Timetabling information
- International Office Information
- Library Information
- Traffic Management Information
- Students' Union Information

Note: Attendance at all training sessions is compulsory

Commitment

During Orientation, Orientation Leaders will typically work from 8.30am until 4.30pm from Monday, 17th to Friday, 21st September 2018 as well the subject information days on Thursday, 13th & Friday, 14th September 2018.

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:

www.maynoothuniversity.ie/Orientation-Leaders-2018

Applications are due no later than 12 noon on Monday, 26th February 2018.