



**Maynooth  
University**  
National University  
of Ireland Maynooth

## **MAYNOOTH UNIVERSITY ORIENTATION LEADERS 2019**

**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 2019



<b>Job Title</b>	Orientation Leader (OL)
<b>Job Purpose</b>	To assist in the effective and efficient running of the Maynooth University New Student Orientation Programme
<b>Department</b>	Student Engagement Office
<b>Location</b>	North & South Campus
<b>Responsible to</b>	Reports to the Student Engagement Officer
<b>Duration</b>	First Year Orientation: 12 <sup>th</sup> & 13 <sup>th</sup> September (Subject Information Days) as well 16 <sup>th</sup> – 20 <sup>th</sup> September 2019 (plus a number of training days beforehand)
<b>Main Responsibilities &amp; Expectations</b>	<ul style="list-style-type: none"> <li>• Assist in the facilitation and implementation of the first year orientation programme;</li> <li>• Welcoming first year students to the University;</li> <li>• Provide information about a variety of topics to first year students relating to Maynooth University;</li> <li>• Deal with queries from first year students and referring to other departments where appropriate;</li> <li>• Being aware and acquainting new students with campus services and building locations;</li> <li>• Facilitating group discussions where appropriate;</li> <li>• Lead, workshops, presentations and discussions where appropriate;</li> <li>• Present a positive image of the University by facilitating campus tours and information sessions to groups of students and other key groups;</li> <li>• Required participation in all Orientation Team Training activities;</li> <li>• Assist with other Orientation-related projects and activities;</li> <li>• Participate in the continual evaluation of all Orientation programmes;</li> <li>• Other duties as assigned.</li> </ul>
<b>Skills / Qualities</b>	<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"> <li>• Be currently registered at Maynooth University;</li> <li>• Be in good academic standing with the University;</li> <li>• Good disciplinary standing;</li> <li>• Participate in all mandatory orientation commitments, activities, and associated training</li> </ul> <p>A successful applicant shall possess or have the capacity to develop the following characteristics:</p> <ul style="list-style-type: none"> <li>• Flexibility;</li> <li>• Strong Interpersonal Skills;</li> <li>• Creative, motivated and possessing a strong work ethic;</li> <li>• Strong customer service orientation;</li> <li>• Ability to work as part of a team as well as to work on your own initiative;</li> <li>• Ability to follow through a job from beginning to end;</li> <li>• Strong sense of commitment and responsibility;</li> <li>• Ability to work under pressure and problem solve;</li> <li>• Ability to serve as a role model for new students;</li> <li>• Excellent time-keeping and reliability;</li> </ul>

### **Training:**

There will be **2 training days** provided prior to the Orientation programme:

- i) Tuesday, 4<sup>th</sup> June 2019
- ii) Tuesday, 10<sup>th</sup> September 2019

**Note:** Attendance at all training sessions is compulsory

### **Commitment**

Orientation Leaders will typically work from 8.30am until 4.30pm from Monday, 16<sup>th</sup> to Friday, 20<sup>th</sup> September 2019 as well the subject information days on Thursday, 12<sup>th</sup> & Friday, 13<sup>th</sup> September 2019.

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-2019>

Applications are due no later than 12 noon on Friday, 5<sup>th</sup> April, 2019.

### **Group Interviews**

As part of the recruitment process, short-listed candidates will be called to participate in group interviews on the following dates:

- Monday, 29<sup>th</sup> April
- Tuesday, 30<sup>th</sup> April

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