

BECOME AN ORIENTATION LEADER



Applications are open for 2025
Orientation Leaders





MY MAYNOOTH ORIENTATION LEADERS 2025

**WANT TO HELP CREATE A COMMUNITY AND BUILD A SENSE OF
BELONGING FOR OUR NEW 1st YEAR STUDENTS?**

ARE YOU INTERESTED IN HELPING OTHERS?

WANT TO WORK WITH A GREAT TEAM?

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

Orientation Leaders are a vital part of the My Maynooth New Student Orientation Programme as we welcome all incoming first year students to Maynooth and support them as they make the transition to university life.

Orientation Leaders (OLs) engage with new students, individually and in groups, to support them in their transition to university life where they acquaint them and their families with the academic, cultural, social, and physical environment here at Maynooth University.

OLs help to create a vibrant community as well as help to create a sense of belonging among our 1st year students.

These positions are a wonderful opportunity for interested students to develop new skills and build on existing strengths.

My Maynooth Mission Statement

"To support new students as they transition to university life, aiding them to lay the foundations for their success throughout their time in Maynooth whilst beginning the process of creating a life-long connection with our campus community."

"Believe, Belong, Be You"

February 2025

ORIENTATION LEADERSHIP TEAM 2025

Job Title	My Maynooth Orientation Leader (OL)
Job Purpose	Creating a Community & Building a Sense of Belonging by supporting the effective running of the Maynooth University New Student Orientation Programme
Department	Student Engagement Office (The Student Engagement Office is a constituent office of the Student Skills & Success Unit)
Location	North & South Campus & Online
Responsible to	Reports to the Student Engagement Officer
Duration	First Year Orientation: Subject Information Days (9 th & 10 th September - TBC), Welcome Week (15-19 Sept - TBC) plus a number training (Dates TBC). There will be other opportunities during the 2025-26 Academic Year to get involved in the yearlong My Maynooth Programme.
Main Responsibilities & Expectations	<ul style="list-style-type: none"> • Assist in the facilitation and implementation of the My Maynooth New Student Orientation programme; • Welcoming new students to the University at the start and throughout the academic year; • Provide information about a variety of topics to new students relating to Maynooth University & SPPU; • Deal with queries from new 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 Leader 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; • Want to help people.

Training:

There will be a number of in-person and online training sessions before the end of the academic year and on the lead up to the start of the 2025-26 academic year.

Commitment

The main commitment for our Orientation Leaders will be during the Subject Information Days (9th & 10th September - TBC) and Welcome Week (15th-19th – TBC) where they typically work from 8.30am until 5 pm.

There will be further opportunities throughout the year for our Orientation Leaders to assist with the yearlong My Maynooth New Student Orientation programme including the Re:Fresh Campaign (Start of Semester 2), the Be September Ready campaign (getting ready for 2nd year), among others.

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. Orientation Leaders will receive payment for their work (hourly rate is the current minimum wage);
4. Lunch vouchers provided during Subject Information Days and Welcome Week;
5. Complimentary Orientation Clothing;
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:

[**OL TEAM 2025 ONLINE APPLICATION FORM**](#)

Applications are due no later than 12 noon on Friday, 7th March, 2025

Group Interviews

As part of the recruitment process, short-listed candidates will be called to participate in in-person group interviews on the week 10th-15th March 2025.

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

All queries should be directed to the 1st Year Orientation Team (orientation@mu.ie) – include “OL Team 2025” in the Subject Line.

For more information and updates visit the Orientation Leader Webpage:

<https://www.maynoothuniversity.ie/orientation-leaders-2025>