ORIENTATION DIRECTOR INFORMATION

Orientation Director General Description
The Student Orientation Director Team works together to plan, direct, and evaluate the entire new student orientation program. The goal is to create an effective and fun transition to college life at JBU. The Orientation Director Team is comprised of 4-5 upperclassmen students who will work together and coordinate with several departments on campus and organizations off campus to plan Orientation. The Director team will also recruit, hire, train and lead the Orientation Leaders to serve new students through the Orientation program.

Orientation Director Qualifications
• Must be a student in good standing with the JBU community.
• Must not be on academic or disciplinary probation.
• Must have a minimum current GPA of 2.5.
• Must be a full-time student (12 hours minimum...18 hours maximum).
• Must have some leadership experience.
• Preferred Orientation Leader experience but not required.

General Responsibilities
As an Orientation Director, you will:
• Help maintain the Orientation mission by creating an effective and enjoyable transition for new students to university life at JBU during the Spring and Fall New Student Orientation programs.
• Begin planning in October for Spring Orientation.
• Lead Spring Orientation in January 2015.
• Begin/continue planning for Fall Orientation (Jan-April/May).
• Recruit and Hire O. Leaders.
• Plan and lead Spring and Fall training for O. Leaders.
• Participate in and help lead weekly director team meetings.
• Work approximately 1-3 office hours per week on individual and group tasks. This could include making phone calls, attending meetings with departments across campus, run errands, organize the Orientation office and more.
• Meet with The Coordinator of Student Activities (one on one) 2-3 times during the Spring semester for leadership development.
• Lead Fall Orientation in August 2015.
• Evaluate Fall Orientation in Aug-Sept. 2015.

Hiring Timeline (including important dates)
• Application and References Due: October 6, 2014
• Interviews: October 7-13, 2014
• Selections Announced: October 15, 2014
• Director Retreat: October 24-25, 2014
• Spring Return Date: January 9, 2015
• Spring Orientation is January 12-13, 2015
• Fall Return Date: August 13, 2015
• O. Leader Training is August 19-21, 2015
• Fall Orientation is August 21-25, 2015

If you have any questions about this position, please email dkeller@jbu.edu.