Purpose: The Orientation Leader (OL) is an integral member of the Office of Admissions staff. The OL works all freshman and transfer orientations hosted by the Office of Admissions. The OL will lead orientation small groups, provide guidance to incoming students from a current student’s prospective, administer campus tours, and stay overnight in the residence halls throughout all orientations. The specifics are outlined below:

Qualifications:

1. Enrolled as a full-time student at Mississippi College for a minimum of one semester.
2. Have a minimum cumulative and semester GPA of 2.5
3. Maintain full-time student status (12-18 credit hours) the academic semester prior to the summer orientations.
4. Be in good judicial standing with the institution.
5. Have an active and growing Christian faith.

Responsibilities:

Orientation Prep: The OLs will provide assistance in pre-orientation preparation. These preparations will include, but are not limited to, creating information packets for new students, sorting orientation t-shirts, and decorating facilities utilized during orientations.

Orientation duties: The OL will be responsible for a number of duties related to the new student orientations.

1. Responsible for check in/out of new students at the beginning and end of each orientation.
2. Offer constant communication to the new students and their families throughout all orientations.
3. Serve as a small group leader for student breakout sessions throughout all orientations.
4. Staff all other sessions and events throughout all orientations
5. Provide new students and their families with campus tours.
6. Serve as a residence hall supervisor throughout the extent of orientation.

Expectations: As representatives of Mississippi College, the OL is held to the university’s standards in his/her relationships and contacts both on and off campus. OLs are expected to uphold institutional and residential standards and policies as outlined in “The Tomahawk”, Mississippi College’s Student Handbook.

2. Communicate all disciplinary problems promptly to a full-time Admissions staff member.
3. Communicate and model behavior and policy expectations of Mississippi College to everyone.
4. Confront inappropriate behavior when it occurs and take necessary follow-up measures.
5. Support and do not openly disagree with college regulations.
6. Understand the importance of a quality representation of MC on any personal social media websites.

Staff Training and Development: The OL is expected to participate in staff training which is designed to develop the OL to have the necessary skills to perform their job and meet expectations.

1. Attend all training sessions scheduled by the Office of Admissions.
2. Attend and participate in debriefing meetings after each orientation.
TIME COMMITMENT: Orientation Leaders are expected to be available for each summer orientation. OLs will arrive on campus one to two days prior to each event to assist in preparations for the weekend. OLs are required to attend a week long leadership training in May which will be determined and defined at the time hiring.

COMPENSATION: Orientation Leaders are a voluntary based group. No direct compensation will be provided. OLs will be provided meals during their time commitments as well clothing options for orientation events.

The Orientation Leader position is a one academic summer commitment. Reappointment is not guaranteed, but is based upon an exemplary performance record and the successful completion of all interviews and applications required for returning OLs. The Orientation Leader’s performance will be evaluated after each orientation event. Failure to meet any of the qualifications or responsibilities listed in this agreement or specified by the Office of Admissions may result in personnel sanctions which could include, but are not limited to, verbal or written warnings, probation, or possible termination.