

VALDOSTA STATE BLAZER BEGINNINGS ORIENTATION LEADER



Blazer Beginnings
ORIENTATION

Position Overview
Qualifications, Requirements & Selection Process
Application Process

VSU ORIENTATION LEADER (OL)

As employees of Blazer Beginnings Orientation (BBO), OLs help to create the first impression of Valdosta State to our new students (first year & transfers) and their families.

- VSU OLs serve as role models to our new students while introducing them to campus and helping them transition into the academic year.
- Additionally, OLs will meet and work with new freshman and transfer students, develop team building and involvement opportunities, while making valuable contributions to BBO and Valdosta State, and have the opportunity to gain valuable personal skills from this position.
- OLs will also to volunteer time (when possible) during SPARK Week (Dates TBA).
- As an OL, you will gain valuable leadership development opportunities including working as part of a team, public speaking, flexibility, thinking on your feet, and small group facilitation.
- Connections with faculty, staff, and peers often lead to other opportunities on campus and great Blazer friendships.

Please keep in mind there is no cookie-cutter version of an Orientation Leader. We are looking for a diverse group of students who are ready and willing to ensure the next class of Blazers has a great experience as they begin their journey at Valdosta State University! We look forward to meeting yo



OL POSITION RESPONSIBILITIES INCLUDE

- **GROUP LEADERSHIP:** lead small group discussions with peers and incoming students and parents, direct campus tours, and demonstrate effective management of group dynamics. Help new students assimilate, feel welcome and get involved in the Valdosta State community
- **ROLE MODELING:** display sensitivity to different cultures and an awareness of multiculturalism, encourage commitment to academic success, and exemplify VSU spirit and pride
- **ADMINISTRATIVE AND LOGISTICAL TASKS:** assist the orientation staff with various duties including (but not limited to) orientation packet preparation, incoming correspondence, making signs, helping with set up and tear down, working at check-in tables, greeting guests in parking garage and designated campus buildings. Set up meeting areas if needed, run errands, staff check-in tables, establish a rapport with students

punctual, dependable & responsible

flexibility & ability to think on your feet

exhibit leadership skills & attributes of a team member

ability to work long hours & be on your feet most of the day

OL POSITION RESPONSIBILITIES INCLUDE

- Possess the following personal qualities:
 - **Mature, Motivated, Responsible, Enthusiastic, Shows Initiative, People Focused, Goal-Oriented**
- Positively represent the student experience at Valdosta State University and have a sincere desire to be a leader and role-model, including on-campus, online and in the community
- Exhibit a commitment to the mission of BBO at Valdosta State University
- Adhere to a strong code of ethics & positive attitude at all times
- Exhibit strong interpersonal and group presentation skills
- Always remain flexible and positive, as last-minute and major programmatic changes may occur. Flexibility and ability to think on your feet and often work without direct supervision is a must
- Campus or community involvement (i.e. service, extra-curricular activities, etc.)
- Ability to work with diverse students, parents, faculty, and staff
- Desire to assist new students in their transition to Valdosta State
- Respect of teammates, faculty and staff, and each new student and their family

OL POSITION RESPONSIBILITIES INCLUDE

- Facilitate group activities during BBO and SPARK Week in August
- *All OLs and staff are expected to model full engagement and participation in each BBO program and session.*
- Be available and willing to answer questions (repetitive or otherwise) from the students and their guests throughout each orientation session
- *Assist all presenters at scheduled programs, meetings and sessions as needed*
- Fully participate in all assigned duties of orientation and take initiative with unanticipated tasks or problems
- *Draw from personal experiences to answer questions that may pertain to Valdosta State with a positive attitude and demeanor*
- Additional responsibilities as assigned



VSU EMPLOYMENT GUIDELINES & CLASSES

OL requirements...

- ❑ Full time, enrolled, degree-seeking undergraduate at VSU. Have completed at least 2 semesters at VSU.
- ❑ Online courses are preferred over F2F courses in Summer term(s).
- ❑ Cannot have an on or off campus job, or other type of obligation that interferes with the BBO required work dates. Employment that does not interfere with the BBO dates are approved, but will need to be discussed with orientation supervisor.
- ❑ Cannot take any summer term course that will conflict with the orientation dates requiring you to miss scheduled work hours. This situation will be reviewed on a one-on-one basis by the Orientation supervisor if needed and provided the terms are academically sufficient to consider.
- ❑ If a candidate selects to take less than 6 credit hours in the Summer term(s), federal guidelines state that federal taxes will not be taken from any compensation for the summer terms and will be the sole responsibility of the student.

- Cannot have a graduation date before Fall 2021.
- Possess a minimum semester and cumulative GPA of 2.5 by the end of Fall 2020
- Maintain good standing with the [Code of Student Conduct](#) at Valdosta State University
- Meet all eligibility requirements for employment, as stipulated by VSU
- Be able to lift boxes up to 20 pounds and move materials throughout campus

OL COMPENSATION



- OLs will be paid at a rate of **\$7.25/hour** over the course of your employment via direct deposit starting in April.
- As a paid employee of the University, all applicable taxes apply to your compensation.
- OLs are paid for BBO session dates, training, and additional events, as agreed upon with the Office of Orientation
- OLs can expect to work a minimum of 10-15 hours per week and up to 39 hours per 2-week pay period set by VSU payroll calendar.
- Lunch meals are included for full session work days.

Planned Time-Off:

Orientation Leaders will input their preferences for their planned time-off during the Spring semester. Orientation Leaders will be notified of their approved time-off. Any additional time-off requests should be submitted to your supervisor for prior approval. Time away from position duties is unpaid.

Unplanned Time-Off:

We understand that sickness and emergencies happen. You will alert your supervisor and program manager as soon as possible and they will work with you.



OL Uniform

OLs will receive one polo, and one t-shirt, OL backpack and rain jacket. OLs will also receive an official nametag.

OLs will be required to purchase black shorts or pants to wear while working.

OLs will also be responsible for their own footwear, which must be an athletic shoe with only VSU school colors (red, black, white).

OLs are responsible for keeping their uniform clean and presentable.

Uniform is to be worn only for BBO sessions and related activities.

VSU BLAZER BEGINNINGS ORIENTATION DATES

Week dates

- May 14 Friday
- May 20 Thursday
- May 21 Friday
- May 27 Thursday
- June 4 Friday (SUMMER)
- June 11 Friday
- June 17 Thursday
- June 18 Friday
- June 24 Thursday
- June 25 Friday
- July 9 Friday
- July 12 Monday
- July 15 Thursday
- July 16 Friday

Weekend dates*

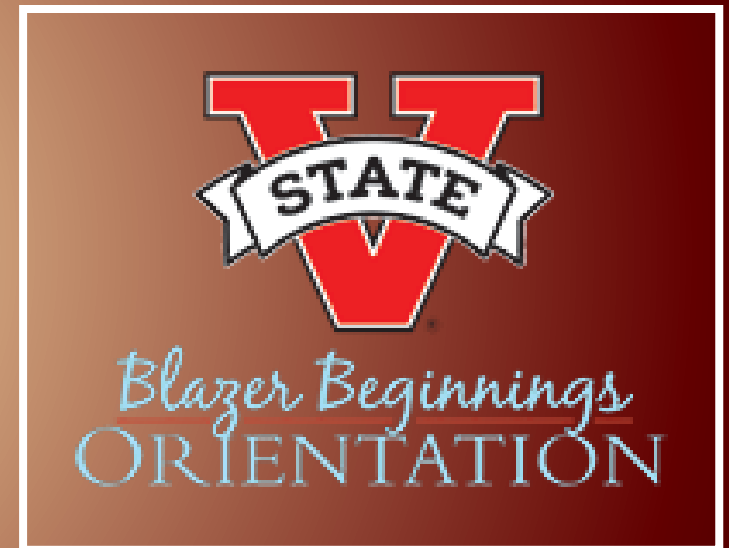
- April 24 Saturday
- May 1 Saturday
- May 22 Saturday
- June 12 Saturday
- June 26 Saturday
- July 10 Saturday
- July 17 Saturday



*OLs will be divided into Teams A & B for work hour purposes. More information will be provided in your interview

HOW DO I APPLY?

- Complete the Orientation Leader Application on [Blazer Briefcase](#)
- Submit as soon as possible
- Include on Application submission:
 - a) VSU ID# & VSU email address only
 - b) VSU GPA & Major
 - c) Local and permanent mailing address
 - d) Do you currently live in a campus residence hall?
 - e) High school attended
 - f) VSU Organizations (past & present)
 - g) AVSU staff or faculty person name & contact information for a reference



WHAT'S NEXT?

- Applicants will be contacted via VSU email account to schedule an interview within a few days after application is reviewed.
- Interviews will be on campus and TBA
- All candidates will receive a follow-up email of their interview within 3-4 business days
- Team selection should be completed by February 28

- The VSU Blazer Beginnings Orientation Team will have up to 24 team members for the 2021-2022 terms
- Team training will be mandatory and will begin when the selection process is completed throughout the remainder of the Spring semester.

BLAZER BEGINNINGS ORIENTATION STAFF



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