

Peabody Institute of the Johns Hopkins University

Office of Student Engagement

Orientation Leader (OL) Position Description

2020-2021

Orientation Leaders (OLs) are student leaders who represent Peabody by serving as mentors to help acquaint new students with the school community. The role of an OL is especially important during Orientation week as new students and their families are looking to current students for their perspective, experiences, and advice in navigating their Peabody journey. OLs lead small cohort groups of their peers throughout their Orientation experience and are encouraged to continue these connections throughout the year. OLs work closely with the Coordinator of Student Affairs and Assistant Director of Student Engagement.

Position Responsibilities:

- Assist in the planning, execution, and assessment of New Student Orientation at Peabody.
- Arrive to campus early and attend Fall 2020 training in preparation for New Student Orientation 2020.
- Lead cohort group of new students with respect to outlined topics provided by Student Affairs.
- Represent Peabody in a positive and professional manner.
- Remain present and engaged at/during all Orientation events.
- Complete all assigned tasks by the deadlines provided.
- Attend in-person meetings in May 2020 to connect before summer break and August training.
- Serve as a positive role model to new students and peers.
- Respond to needs of students, families, and guests in a timely and appropriate manner.

Required Dates for OLs:

- In-person meetings in May 2020 before Summer Break (more information to come).
- Move-in to campus (or to be back Baltimore) by 8/15/20.
- OL 2020 training begins on 8/16/20 at 12pm (over lunch).
- OL 2020 training through 8/20/20.
- All events during the week of Orientation 8/21/20-8/29/20.

Compensation:

- All meals provided during August training.
- Coveted Peabody OL swag.
- Ability to make strong, real connections with new students, peers, faculty and staff.

Number of Positions Available: 12-15 (appointment term August 2020)

Application Process for New & Returning OLs:

- Complete online Student Leader 2020-2021 Application by 3/6/2020
- Conduct Individual Interview with Student Affairs staff by 3/19/20 (by invitation only)
- Participate in Group Process with Student Affairs staff on 3/28/20 (by invitation only)

Decisions on 2020-2021 student leader positions are anticipated to be released on 4/17/20 via email.

Questions? Contact: Chris Ambrose, Assistant Director of Student Engagement, ambrose@jhu.edu
Sarah Herberger, Coordinator of Student Affairs, herbger@jhu.edu

Peabody Institute of the Johns Hopkins University

Office of Student Engagement
Orientation Leader (OL) Contract
2020-2021

I hereby agree to the following statements as standards for my performance as an Orientation Leader (OL) for the 2020-2021 academic year. I understand that these job responsibilities and expectations shall be binding unless the Assistant Director of Student Engagement, Coordinator of Student Affairs, or designated official makes an explicit exception in advance and in writing.

Eligibility:

1. Enrolled as a full-time student in good standing in a degree program or certificate program.
2. Maintain a 3.0 semester grade point average in addition to a 3.0 cumulative GPA.
3. Possess an anticipated sophomore or above class standing in August 2020.

Time Commitment:

4. Actively participate in meetings, staff training, Orientation, and other commitments. This includes, but is not limited to:
 - a. Attend in-person meetings in May 2020.
 - b. Arrive no later than Saturday, August 15, 2020 as training will begin on Sunday, August 16, 2020.
 - c. Attend and participate in OL Training from Sunday, August 16 – Thursday, August 20, 2020.
 - d. Participate in New Student Orientation and Welcome Week activities from Friday, August 21 through Saturday, August 29, 2020.

Terms of Employment

5. I shall meet all the expectations outlined in the position description and by the Student Affairs staff.
6. I shall maintain confidentiality concerning all protected student information. Discussion of confidential information, even with necessary persons, shall not be disclosed in a public area. Nor shall I engage in gossiping or negative discussions regarding student staff, professional staff, or residents in public areas.
7. I shall model positive behavior and uphold the Johns Hopkins University Student Conduct Code, the Residence Hall Contract (if applicable), and all applicable city, state, and federal laws. I understand that the Residence Hall (if applicable) prohibits alcohol regardless of age and other illegal drugs. Additionally, I understand that if I am under 21 years of age, I will be subject to disciplinary action, up to and including termination, if I consume alcoholic beverages. Furthermore, I will not remain at an event or place when I know that underage alcohol consumption is occurring. If I am 21 years of age or older, I may consume alcohol responsibly off-campus with others who are at least 21 years of age and do not live in the residence hall. I understand that if I should violate the Student Conduct Code, the Residence Hall Contract (if applicable), or any city, state, or federal laws, I may be subject to termination in addition to disciplinary action under the Student Conduct Code.

8. I will not, at any time, engage in or remain in any area or premises where illegal drug use is occurring. Policies regarding illegal drug use are defined in the Student Conduct Code, the Residence Hall Contract (if applicable), and federal and state laws along with sanctions for violations to these policies.
9. I shall refrain from driving residents in my Community Fellow capacity including, but not limited to, off-campus programming, etc.
10. I shall respond to requests and other communications within 48 hours.
11. My position also requires additional duties and responsibilities as determined by the Assistant Director of Student Engagement, Coordinator of Student Affairs and/or other members of the Student Affairs staff.

Failure to fulfill the responsibilities of this position may result in loss of payment or termination of employment. I understand that this contract becomes null and void, and compensation will cease as of date of termination. Termination does not preclude other sanctions from the University based on violations of the Peabody Institute Student Conduct Code or the Residence Hall Contract (if applicable).

The Assistant Director of Student Engagement, Coordinator of Student Affairs or other designated official reserves the right to modify or change the terms of this contract.

I understand that the duration of my employment and terms and conditions of this contract are effective beginning the date I move into my residence hall room and/or beginning training in August 2020 and ending in May 2021. This contract does not create any obligation to rehire me for the following academic year.

I accept the Orientation Leader position at the Peabody Institute of the Johns Hopkins University as outlined above for the academic year 2020-2021.

Orientation Leader (please print name)

E-mail

Cell Phone #

Orientation Leader Signature

Date: _____

Assistant Director of Student Engagement

Date: _____

Coordinator of Student Affairs

Date: _____