

# Oriflamme Leader

Saint Louis University  
First-Year Experience  
Position Description 2012

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## Position Abstract

Oriflamme leaders are selected volunteers who create a successful Welcome Week for first-year students by leading Oriflamme groups, helping with move-in, and assisting with all Welcome Week events. The number of Oriflamme leaders selected is approximately 40.

## Responsibilities

- Oriflamme leaders are expected to attend all portions of the Welcome Week activities as designated during Oriflamme training, and should be available to serve fully and without conflict during the period of **August 19 - 26, 2012**.
- Be punctual and present for all Welcome Week activities as outlined during Oriflamme training, encouraging attendance with all incoming students.
- Perform essential set-up and clean-up functions for Welcome Week events.
- Assist in the physical move-in of incoming students to the residence halls on campus.
- Serve as a resource and contact for your assigned floor of students, during Welcome Week and throughout the fall semester.
- Attend meetings with all members of Oriflamme during the Fall and Spring semesters, not to exceed 1 per month.
- Serve as a role model of positive behavior, representing the University with pride and respect, in and out of the classroom. This includes how you represent yourself online through profiles, comments, and pictures on Facebook, MySpace, and other websites.
- Facilitate interaction with new students. Engage all students in conversation and activities.
- Aid in the successful transition to college for incoming students; encouraging involvement on campus.
- Serve as a personal resource for students and families regarding University offices and services.
- Serve as a positive advocate for all components of the First-Year Experience program, including SLU 101, University 101, Learning Communities and First-Year Interest Groups, and Welcome Week/Oriflamme.
- Maintain confidentiality of students, and maintain appropriate relationships.
- Refrain from the consumption of alcohol, drugs, or any other foreign substances during all Welcome Week and training events, and be void of the effects of these substances throughout the program.
- Demonstrate the willingness to complete other reasonable tasks requested by members of the Oriflamme Executive Board, Oriflamme advisors, and other University staff.

## Job Expectations and Requirements

- Oriflamme Leaders are expected to attend the Oriflamme Spring meeting(s): Dates TBD.
- Oriflamme Leaders are expected to attend all portions of the Welcome Week activities as designated during Oriflamme training, and should be available to serve fully and without conflict during the period of **August 19 - 26, 2012**.
- Have at least a 2.5 cumulative GPA at the end of the Fall 2011 semester and maintain a 2.5 for the Spring 2012 semester to retain employment. Remain in good standing academically and with Student Conduct.
- Have completed 1 full year at Saint Louis University and be enrolled as a full-time undergraduate student at Saint Louis University for Fall 2012.
- There is a one-time membership fee for the Oriflamme student organization of \$75 for new members.
- Necessary personal characteristics for this paraprofessional position include: knowledge of SLU resources, connectedness to and involvement on campus, maturity, approachability, ability to role model, ability to maintain confidentiality, dependability, flexibility, appreciation of diversity, and good communication skills.

### **Accountability/Compensation**

- The Oriflamme group is advised by the Program Coordinator in the Student Involvement Center and led by an elected Executive Board of four students.
- Oriflamme Leaders who are unable to uphold the above listed responsibilities and expectations will face consequences of reassignment of responsibility during Welcome Week, loss of Oriflamme privileges, inability to remain in on-campus housing as an "early move-in", and/or removal from the organization based on the severity of the action.
- The Oriflamme Leader position is a voluntary membership to a Chartered Student Organization, which holds a high level of responsibility and commitment.

### **Selection Timeline**

<b>January 29, 2012</b>	Application due by 11:59pm online on the Student Involvement Center's Groups page ( <a href="http://groups.sluconnection.com/organization/involvement">groups.sluconnection.com/organization/involvement</a> )
<b>February 4, 2012</b>	Group interviews between 9am - 4pm
<b>February 13-29, 2012</b>	Individual interviews for selected applicants
<b>March 9, 2012</b>	Notification of final selection

### **Students STUDYING ABROAD in Spring 2012**

<b>November 18, 2011</b>	Application due by 11:59pm online on the Student Involvement Center's Groups page ( <a href="http://groups.sluconnection.com/organization/involvement">groups.sluconnection.com/organization/involvement</a> )
<b>Nov. 28-Dec. 2, 2011</b>	Group interviews and individual interviews
<b>March 9, 2012</b>	Notification of final selection via email