Position Abstract

SLU 101 Leaders perform the essential duty of assisting in the orientation of incoming students and their family members during the summer orientation to Saint Louis University. Approximately twenty SLU 101 Leaders will be selected for Summer 2015.

The successful student leader must have a passion for working with a diverse student population, be committed to student learning and development, be committed to diversity and social justice, possess strong critical thinking and problem solving skills, demonstrate initiative, communicate effectively, have a positive attitude, have developed interpersonal human relations skills, and have an ability to plan and organize. In addition, the student leader should work towards an awareness of self and others to better meet the needs of students in which they are serving. The student leader will connect and integrate the servant leadership framework into their First-Year Experience leadership position.

General Responsibilities for all SLU 101 Leaders

- Be punctual and present for all SLU 101 activities and all assigned SLU 101 Transfer Orientation activities throughout the summer.
- Plan and present/speak at various SLU 101 and SLU 101 Transfer Orientation sessions for students and/or parents as needed.
- Direct students and parents on campus, and assist in logistical details of the SLU 101 program (i.e. transporting supplies, posting signs, giving tours, etc.).
- Develop an understanding of, and support, the academic advising process and curriculum at SLU.
- Aid in the academic transition of students by assisting the academic advising/registration process.
- Spend the night in the residence hall every night, Monday through Thursday, of the SLU 101 program, serving as an emergency response contact and monitoring behavior of SLU 101 participants.
- Prepare materials prior to SLU 101 sessions, including the compilation and organization of folders for students and parents, making signs, and other preparation as necessary.
- 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, Twitter, and other websites.
- Support and respect the dignity of all individuals.
- 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 and motivating students to succeed academically and personally.
- Serve as a personal resource for students regarding University offices and services.
- Serve as an advocate for all components of the First-Year Experience program.
- Maintain confidentiality of student records, and maintain appropriate relationships.
- Refrain from the consumption of alcohol, drugs, or any other foreign substances during the entire 2-day program of SLU 101, and be void of the effects of these substances during the program.
- Demonstrate the willingness to complete other reasonable tasks requested by other SLU 101 Leaders, peer supervisors, or professional staff affiliated with the SLU 101 program.
- Work with parents/guests and students throughout the SLU 101 program in small groups, large groups, and one on one.

Job Expectations and Requirements

- SLU 101 Leaders are expected to attend ALL portions of ALL SLU 101 sessions as well as assigned sessions of SLU 101 Transfer Orientation sessions.

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<th>SLU 101 2015 Dates</th>
<th>SLU 101 Transfer Orientation 2015 Dates</th>
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<td>June 1-2</td>
<td>May 28</td>
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<td>June 4-5</td>
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<td>June 8-9</td>
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Additional responsibilities of SLU 101 Leaders include the following:

- Attend and ALL portions of SLU 101 leader training:
  - 2-3 SLU 101 Leader meetings in March and April (to be scheduled)
  - SLU 101 Leader Retreat Wednesday, May 13 – Friday, May 15, 2015
  - 7 full days of SLU 101 Leader training May 18-22 & May 26-27, 2015
- All Leaders are expected to stay overnight in the residence hall Monday through Thursday, working approximately 7:00 am of Day One until 5:00 pm of Day Two.
- Have at least a 2.75 cumulative GPA at the end of the Fall 2014 semester and maintain a 2.75 for the Spring 2015 semester to retain employment.
- Applicants’ behavioral and conduct records will be reviewed prior to being selected and during their time in position. Behavioral concerns and violations of the University Community Standards may affect students’ ability to be selected and/or retained. Students not in good standing with the university are automatically ineligible, but other behavioral concerns and conduct records are also reviewed to determine eligibility to be selected and/or retained.
- Have completed at least 2 consecutive semesters by the end of Spring 2015 at Saint Louis University and be enrolled as a full-time undergraduate student at Saint Louis University for Fall 2015.
- Enroll in EDL 293, Special Topics: Internship in Orientation Leadership (SLU 101 Summer Orientation Leaders) for 0 or 1 credit hours for Summer 2015 semester.
- 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. Additional characteristics sought for returners specifically: leadership skills, initiative, ability to effectively work in a team setting, motivation throughout all sessions, and ability to mentor younger leaders.

Accountability/Compensation
- SLU 101 Leaders are directly supervised by a Program Coordinator in the Student Involvement Center, and will also be accountable to the SLU 101 Leader Peer Supervisors, Student Involvement Center Staff, academic advising staff, and other university faculty and staff.
- SLU 101 Leaders will receive free on-campus summer housing, which is subject to taxation.
- SLU 101 Leaders will receive some meals while the SLU 101 Program is in session. Some additional meals will be provided during the SLU 101 Leader Retreat and training in May.
- SLU 101 Leaders must complete employment paperwork with Saint Louis University as indicated during training.
- SLU 101 Leaders will be compensated the following amounts before taxes.
  - New leaders $2,600.00
  - Returning leaders $2,800.00

Selection Timeline
- January 16, 2015 Application due by 11:59pm online on the Student Involvement Center’s Groups Page
- January 31, 2015 Group Interviews
- February 9-18, 2015 Individual interviews for selected applicants
- February 20, 2015 Notification of final selection

All applicants for the SLU 101 Leader position need to be present for the Spring 2015 training, thus limiting the ability for students studying abroad Spring 2015 from applying for participation in this program for Summer 2015. However, if you are a returning SLU 101 leader you do have exemption to the Spring 2015 meetings in March and April (those applications are due November 14, 2014 by 11:59pm, with interviews occurring the week of November 17). First-time applicants to the SLU 101 leader position who are studying abroad in Spring 2015 are encouraged to apply for the following year, as appropriate.