

SLU 101 Leader

Saint Louis University
First-Year Experience
Position Description 2012

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 2012.

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 process, while working under the guidance of an academic advisor.
- Spend the night in the residence hall each Monday and Thursday evening 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, 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 regarding University offices and services.
- Serve as an advocate for all components of the First-Year Experience program, including SLU 101, University 101, and Welcome Week/ Oriflamme.
- 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.

SLU 101 2012 Dates

May 31 – June 1
June 4-5
June 7-8
June 11-12
June 14-15
June 18-19
June 21-22
June 25-26
June 28-29

SLU 101 Transfer Orientation 2012 Dates

May 29
July 9
August 2

- Attend ALL portions of SLU 101 leader training:
 - 3-4 SLU 101 Leader meetings in March and April (to be scheduled)
 - SLU 101 Leader Retreat Wednesday, May 16 – Friday, May 18, 2012
 - 6 full days of SLU 101 Leader training May 21 – 29, 2012.
- All Leaders are expected to stay overnight in the residence hall on each listed Monday and/or Thursday night, 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 2011 semester and maintain a 2.75 for the Spring 2012 semester to retain employment. Remain in good standing academically and with Student Conduct.
- Have completed 2 consecutive semesters by the end of Spring 2012 at Saint Louis University and be enrolled as a full-time undergraduate student at Saint Louis University for Fall 2012.
- Enroll in EDI 293, Special Topics: Internship in Orientation Leadership (SLU 101 Summer Orientation Leaders) for 0 or 1 credit hours for Summer 2012 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.

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, academic advising staff, and other university faculty and staff.
- SLU 101 Leaders are eligible for free on-campus summer housing, which is subject to taxation.
- 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 29, 2012	Application due by 11:59pm online on the Student Involvement Center’s Groups Page
February 4, 2012	Group interviews between 9:00 am – 4:00 pm
February 13-29, 2012	Individual interviews for selected applicants
March 9, 2012	Notification of final selection

All applicants for the SLU 101 Leader position need to be present for the Spring 2012 training, thus limiting the ability for students studying abroad Spring 2012 from applying for participation in this program for Summer 2012. Students studying abroad who are interested in SLU 101 are encouraged to apply for the following year, as appropriate.