



SLU 101 LEADER

2021 Position Description

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 serve on the summer 2021 team.

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 servant leadership into their First-Year Experience leadership position. SLU 101 Leaders will be a positive role model for students and Saint Louis University.

Please note that this position description outlines if the program is in-person. However, the delivery of the SLU 101 program for summer 2021 has not been determined yet as of the time the FYE Leader application went live. This will be determined by the university and in accordance with COVID public health and university protocols. The goal would be to share more at the time position offers go out to let candidates know if the program would be virtual, in-person, or hybrid.

General Responsibilities for all SLU 101 Leaders

- Be punctual and present for all SLU 101 Freshmen Orientation activities (both during the day and in the evenings) and all assigned SLU 101 Transfer Orientation activities throughout the summer.
- Plan and present/speak at various SLU 101 presentation and activities for students and/or parents/families as needed.
- Direct students and parents/families 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.
- SLU 101 Leaders will live together during May training. Leaders must spend the night in the residence hall every night, Monday through Thursday, of the SLU 101 program, providing activities that help students interact and develop peer connections. Leaders also serve as an emergency response contact and monitor behavior of SLU 101 participants.
- Prepare materials prior to SLU 101 sessions, including the compilation and organization of folders for students and parents/families, 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 social media or 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.
- Create an environment where students feel comfortable and assist them in engaging in all aspects of the orientation program.

Job Expectations and Requirements

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

The time commitment to the position will be May 19 through July 9, 2021; there will also be one August session for transfer students that part of the team will work. Please keep in mind Leaders will be expected to work some evenings and weekends.

SLU 101 Freshmen 2021 Dates (9 to 10 sessions)

Session Dates still to be determined

SLU 101 Transfer Orientation 2021 Dates (typically 3 sessions)

Session Dates still to be determined

Additional responsibilities of SLU 101 Leaders include the following:

- Attend and participate in ALL portions of SLU 101 leader training:
 - 3-4 SLU 101 Leader spring meetings/training in February, March and April that may also include a full day weekend workshop; all leaders are expected to complete additional online training.
 - SLU 101 Leader May Retreat and SLU 101 Leader May Training dates to be shared with job offer, but will fall within the dates outlined above for summer time commitment.
- 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. (*Leaders are provided an on-campus room throughout training and the program.)
- Have at least a 2.75 cumulative GPA at the end of the Fall 2020 semester and maintain a 2.75 for the Spring 2021 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.
- All Leaders must uphold and abide by all University, federal, state and local regulations and policies.
- Have completed at least 2 consecutive semesters by the end of Spring 2021 at Saint Louis University and be enrolled as a full-time undergraduate student at Saint Louis University for Fall 2021.
- Enroll in EDL 3910, Special Topics: Internship in Orientation Leadership (SLU 101 Summer Orientation Leaders) for 0 or 1 credit hours for Summer 2021 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, and motivation throughout all sessions. Returning SLU 101 Leaders will be expected to assist in additional aspects of the SLU 101 program, including facilitating specific aspects of SLU 101 Leader Training, mentoring new leaders in their roles, facilitating the January Transfer SLU 101 session (as schedule allows) and assisting the peer supervisors in building a positive team culture.

Accountability/Compensation

- SLU 101 Leaders are directly supervised by a professional staff member in Orientation, and will also be accountable to the SLU 101 Leader Peer Supervisors, academic advising staff, and other university faculty and staff.
- *SLU 101 Leaders will receive free on-campus summer housing, which is subject to taxation. (*This is subject to change once the program delivery decision is made by the university for how SLU 101 will be conducted for 2021.)
- *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 for New Leaders

January 15, 2021	Application due by 5:00pm Central Time (online)
January 21 and 23, 2021	Group Interviews
February 3 - 11, 2021	Individual interviews for selected applicants
February 19, 2021	Notification of final selection via email

All applicants for the SLU 101 Leader position need to be present for the Spring 2021 meetings/training. Due to COVID, students studying abroad Spring 2021 will still be eligible to apply and this will be taken under consideration to see if it impacts the candidate's ability to complete the responsibilities of the position.