

Juilliard

Orientation Leader (OL) Job Description

General Description

Orientation Leaders (OL) work with new first-year undergraduate and graduate students during their transition to Juilliard. The OL is a student leader who closely assists new students and their families to become acclimated to The Juilliard School, College Life, and the larger New York City community. OLs are role models, advisors, mentors, but most of all, they are students who care about the growth and development of incoming students. Orientation Leaders will participate in comprehensive training to gain skills necessary to serve as a resource for students and family members.

Primary Responsibilities

- Act as a positive representative of The Juilliard School and Orientation program.
- Foster a sense of belonging/community within The Juilliard School.
- *NEW* Optional summer meetings for incoming students to talk about orientation, transitions, and answer questions of incoming students.
- Facilitate and lead small group and 1-on-1 sessions.
- Work as a member of a larger team of students and staff to enhance the experience and transition for new students and their families.
- Work together to create a special Orientation welcome performance.
- Acquaint new students and family members with School services, resources, and activities.
- Attend Orientation sessions to take attendance, help presenters with tech needs, and answer any questions.
- Get to know the new students individually.
- Plan, facilitate, and attend all evening social events.
- Fully prepare for the arrival of students and families, which may include giving out IDs, welcome bags, and/or assisting with residence hall move-in.
- Opportunity to host casual events in the beginning of the year.
- Report all Title IX and policy violations to supervisors during their time as an Orientation Leader.
- Perform other duties and projects as developed and assigned by the Office of Student Affairs.

Time Commitment

- Spring Training 2023 – date to be determined.
- Optional summer training and meetings for new students.
- Orientation Leader Training and Orientation Week: August 14th – 27th ***Subject to change once academic calendar is officially published***
 - This will include days, evenings, and weekends during dates listed above.
- Move-in for residential students: Saturday, August 12th or Sunday, August 13th

Qualifications

- Full-time-enrolled College Division student in good academic and disciplinary standing.
- Have general knowledge about student services at Juilliard.
- Desire and enthusiasm to welcome new students to support a positive and welcoming environment.
- Ability to work collaboratively with others.

Remuneration

- \$15 per hour
- 2 Orientation T-shirts
- Meal plan during Orientation
- Meals during Orientation Leader Training