



SLU 101 LEADER 2023 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 2023 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; we plan to be in-person again for summer 2023, but this is always subject to change. The SLU 101 program will be in accordance with COVID public health and university protocols.

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 and during the summer program. Leaders must spend the night in the residence hall every night, Sunday 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 one-day sessions; 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.

SLU 101 Freshmen 2023 Dates

June 1-2

June 5-6

June 8-9

June 12-13

June 15-16

June 22-23

June 26-27

June 29-30

July 6-7

July 10-11

July 13-14 (if needed)

SLU 101 Transfer Orientation 2023 Dates

May 30

July 12

August 7

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 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/summer training dates: May 17-19; May 22-26; May 30-31.
- All Leaders are expected to stay overnight in the residence hall Sunday 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 2022 semester and maintain a 2.75 for the Spring 2023 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 2023 at Saint Louis University and be enrolled as a full-time undergraduate student at Saint Louis University for Fall 2023.
- Enroll in EDL 3910, Special Topics: Internship in Orientation Leadership (SLU 101 Summer Orientation Leaders) for 0 or 1 credit hours for Summer 2023 semester. (this is subject to change due to changes with campus internships)
- 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.
- 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 (i.e. meaning taxable).

New leaders	\$2,800.00
Returning leaders	\$3,000.00

Selection Timeline for New Leaders

January 19, 2023	Application due by 5:00pm Central Time (online)
January 27, 2023	Group Interviews
February 6 - 12, 2023	Individual interviews for selected applicants
February 16, 2023	Notification of final selection via email

All applicants for the SLU 101 Leader position need to be present for the Spring 2023 meetings/training, thus limiting the ability for students studying abroad Spring 2023 from applying for participation in this program for Summer 2023. However, if you are a returning SLU 101 leader you do have exemption to the Spring 2023 meetings/trainings. First-time applicants to the SLU 101 leader position who are studying abroad in Spring 2023 are encouraged to apply for the following year, as appropriate. However, due to COVID, students studying abroad Spring 2023 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.