



## TEAM LEADER

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### Position Abstract

The Team Leaders work in collaboration with the Oriflamme Coordinators, Oriflamme Leaders, the Oriflamme Supervisor and other Student Involvement Center Staff, as well as other University contacts, to create a successful Fall Welcome for all first-year Saint Louis University students. Oriflamme Team Leaders are viewed as an extension of the Fall Orientation Leader position.

### General Responsibilities

All Oriflamme Team Leaders will...

- Assist in the First-Year Experience selection process by conducting, in coordination with the Oriflamme Coordinators, all individual interviews for new Oriflamme Leaders.
- Assist in the facilitation and execution of Oriflamme Leader training in the Spring Semester, and before Fall Welcome.
- Serve as a mentor and resource for assigned “Flammilies” of 10-20 Oriflamme Leaders during Oriflamme training and Fall Welcome.
- Lead Flammily by motivating, communicating, and maintaining accountability, professionalism and timeliness.
- Promote and enforce this same role modeling for all Oriflamme Leaders.
- Demonstrate the willingness to complete other reasonable tasks requested by Oriflamme Coordinators, the Oriflamme Supervisor, and other University staff, faculty, and administrators.
- Understand crisis protocol and respond appropriately when emergencies arise within the community (e.g. medical emergency, fire alarm, bad weather, etc.).
- Respond in a positive and helpful manner when confronted with behaviors or infractions that disrupt the environment.
- Evaluate Flammily members throughout and following Fall Welcome.
- Assist with interviews for new Oriflamme leaders.
- Provide input on growth and direction of the Fall Orientation Leaders.
- Build community throughout the Fall and Spring semesters with Flammilies.
- Be point person for specific events throughout Fall Welcome.
- Help the Coordinators and Supervisor with developing events for Fall Welcome.
- Serve as a resource for the Student Involvement Center through various capacities including, but not limited to, Winter Welcome.

### Position Expectations and Requirements

- Team Leaders must attend Team Leader trainings in the Spring semester. *Interested leaders who are studying abroad for Spring 2016 are not eligible to apply for a Fall Welcome 2016 Team Leader position due to these trainings.*
- Before applying, candidates must attend an Information Session, or set up a meeting with the Oriflamme Supervisor, Jordan Glaser ([jimglaser@slu.edu](mailto:jimglaser@slu.edu)).
- Team Leaders must be full-time, undergraduate SLU students, and current Oriflamme Leaders who are in good standing with the organization.
- The following are date *requirements* for Team Leaders. It is expected that you arrange your meetings and class schedule to accommodate these dates and times.
  - **November 10, 2015** – Leadership Team Reception/Celebration
  - **November 18 + 19, 2015** – FYE Study Abroad Group Interviews
  - **December 2 + 3, 2015** – FYE Study Abroad Individual Interviews

- **January 14 – 17, 2016** – Winter Welcome
- **January 30, 2016** – FYE Group Interviews
- **February 8 – 12, 2016** – FYE Individual Interviews
- **March 2, 2016** – Oriflamme Spring Meeting 1
- **March 16, March 23, March 30, April 6 and April 13 2016, 3:00 – 5:30pm** – Leadership Team Training and Development
- **April 14, 2016** - Oriflamme Spring Meeting 2
- **August 13, 2016** – Team Leader Logistics Training
- **August 14 – 16, 2016** – Oriflamme Leader Training
- **August 17 – 21, 2016** – Fall Welcome
- Meet with the Oriflamme Coordinators and Supervisor following Fall Welcome to reflect on the Oriflamme and Fall Welcome experiences and make recommendations for the future.
- Team Leaders will be expected to serve the Student Involvement Center in various capacities throughout the remainder of Fall Welcome (into the end of September) and other events, such as Winter Welcome, requested by the Student Involvement Center.
- Team Leaders must have at least a 2.75 cumulative GPA at the end of the fall 2015 semester and maintain a 2.75 for the fall 2016 semester to obtain and retain position.

### **Accountability**

- Team Leaders are directly supervised by the Oriflamme Supervisor, Jordan Glaser, and co-supervised by the Oriflamme Leader Coordinators. Team Leaders will also be accountable to the Student Involvement Center Staff and other University faculty and staff.
- Team Leaders who are unable to uphold the above listed responsibilities and expectations will face consequences of reassignment of responsibilities during Fall Welcome, loss of Oriflamme privileges, inability to remain in on-campus housing as an "early move-in", and/or removal from the Fall Orientation Leader position, based on the severity of the action.

### **Selection Timeline**

September 15 + 16, 2015 @ 5:30pm	Leadership Team Information Session
September 17, 2015	Apply for Team Leader position through Google form sent
September 28, 2015 by 5pm	Application Due
October 21 - 30, 2015	Team Leader Interviews
November 5, 2015	Team Leaders Announced