

# Join the MassBay



## Orientation Team!

**We're excited that you are interested in becoming  
an Orientation Leader this summer!**

Please review the attached *Orientation Leader Requirements and Responsibilities*.  
We hope that after reading these, you will be even more interested in the position.

All materials included in this packet are due to  
**The Office of Student Development**  
(Wellesley Hills Campus, Room 130 or Framingham Campus, Room 100)  
No later than **Wednesday, February 27, 2013**

*If you have any questions, please call Julie Schleicher, Coordinator of Student Activities and  
Orientation at 781-239-3053 or stop by the Office of Student Development.*

# MassBay Orientation Leader Requirements and Responsibilities

*Orientation Leaders (OLs) assist new students in making the academic and social transition into MassBay. Working with professionals from the Office of Student Development, OLs help staff Orientation sessions approximately 18 hours a week throughout the summer, so that incoming students have an enjoyable, productive day and connect with members of the MassBay community.*

## **To be hired as an Orientation Leader, students must:**

- Be enrolled in classes for the Fall of 2013
- Be in good academic standing (minimum cumulative GPA of 2.0), along with good financial and judicial standing
- Be open to expanding their knowledge of Massbay Community College
- Possess strong interpersonal and communication skills
- Be reliable, responsible, and flexible
- Be interested in and willing to help others
- Make a commitment to work the following:
  - Approximately 25 hours in April and 25 hours in May
  - Approximately 18 hours per week for June- August
  - Participate in training sessions

## **Orientation Leaders will:**

- Participate in scheduled training sessions for which they will be paid
- Assist in the preparation of Orientation programs and activities
- Interact with new students to answer questions and to help them feel more comfortable at MassBay
- Acquaint new students with campus facilities and services
- Assist with orientation activities and events; check-in, presentations, and group activities
- Provide other assistance as requested

## **Compensation:**

- OLs will be compensated at an hourly rate of \$10 for training, office/prep work, and orientation.

**Remember the deadline to apply is Wednesday, February 27, 2013**



