

Orientation Assistant Role

Assist the VP Student Life with:

- Organization and set-up of orientation events
 - Promotion of orientation activities
 - Orientation Kit set-up and sales
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Senior & Junior Leader Roles

- Liaison all information from VP Student Life and Orientation Assistants to the new students on their frosh team.
 - Ensure all orientation leaders are participating, helping & showing up to events.
 - Organize team general leaders to ensure leaders are designated to events and understand the event set-up.
 - Help train general leaders.
 - Lead their orientation teams in the creation of team cheers, banners and flags etc.
 - Prepare ice breaker games for new students.
 - Lead their orientation teams in preparation of the Orientation variety show.
 - Attend and actively participate in all Orientation Leader training sessions.
 - Assist with residence move-in and orientation programming.
 - Attend and participate to the fullest extent in Orientation Week.
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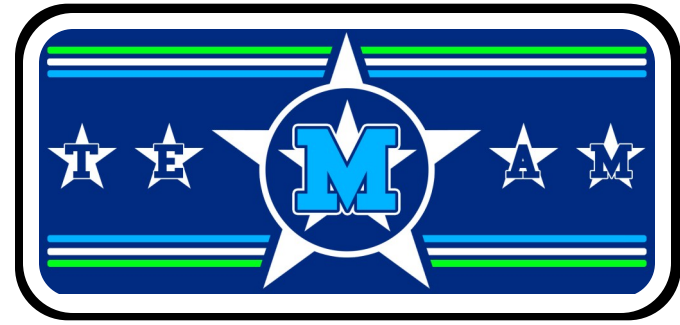
Senior/Junior Leaders & Orientation Assistant Qualifications

All Senior, Junior and Assistant Orientation Leaders must:

- Be a Current Mount student.
 - Have a GPA from the previous fall term semester of 1.7 or above.
 - Have a desire to aid new students make a successful transition to university.
 - Be interested in fostering a positive connection between students and the Mount.
 - Be able to follow instructions and directions.
 - Be respectful of diversity in all its forms.
 - Be a professional and exemplary representative of the Mount.
 - Be interested in developing personal and team leadership skills.
 - Be self-motivated, energetic, and enthusiastic with a positive attitude.
 - Have good communication and group facilitation skills.
 - Have the ability to work both independently and as part of a team .
 - Have the ability to analyze situations and appropriate make decisions.
 - Have a good understanding of Orientation Week and an interest in its success.
 - Previous experience not required
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Senior/Junior Leaders & Orientation Assistant Training

- Pub Rules & Regulations/ Alcohol & Drug Awareness
- Sexual harassment and Assault
- Campus Security/Safety and Risk Management
- Depression, homesickness, fear acknowledgement and referral
- Diversity, Inclusiveness & Sensitivity
- Orientation Leader Tool Kit: Academic Advising, Campus Services, Health Plan & Health Services, Campus Spirituality
- Event Planning, Team Building and Programming



THE M-TEAM

ORIENTATION LEADER HANDBOOK

Welcome to the M-Team: The Mount Orientation Leaders

Thank you for becoming involved in the M-Team! The first year student experience is an important one, and your involvement plays an important part!

Research suggests students experience a higher rate of success if they have been given the opportunity to become familiar with their new environment and to connect with other students. New students will be nervous and excited and will likely have a lot of questions to ask but be hesitant about asking them. What you provide to these new students as an Orientation Leader will help them to settle in and feel more comfortable and confident about their choice to attend the Mount and their ability to succeed. Your role provides a personal contact for new students, and your efforts will greatly impact the experience they will have at the Mount.

Benefits

As a member of the orientation team, you will:

- Become a role model to all new MSVU students and a personal mentor to a group of new students.
 - Take part in the MSVU Orientation Leadership Training Retreat.
 - Enhance your communication, leadership and group facilitation skills.
 - Begin creating a network with other students, staff, and faculty that will help you further your educational and career goals.
 - Increase your knowledge of our wonderful MSVU community.
 - Receive a great Orientation Leader pack including your official Leader shirt, attend Leader appreciation parties throughout the academic year, and other terrific surprises.
 - Have the opportunity to make over 100 new friends!
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Orientation: The Extended Experience

The Orientation program is continually expanding. And to continue its success we need you even more than before. Orientation for the first year student is a year long program. And we need you to be committed. Throughout the year we will call upon you to help out at open campus day sessions as well as a variety of other new student information sessions. Additionally, keeping contact of the new students in your orientation groups is also an important piece of the leader program.

We hope that your success as an orientation leader can dramatically impact the positive experience of Mount first year students.

Stay Connected Over the summer

Each year there is a Facebook group launched for Orientation Leaders. Please join it to stay up to date on all important information. Find it listed online as:

MSVU Orientation Leaders

We will be using the group to remind all leaders of important dates for things like Orientation Leader training and socials. We'll also use the group to have fun and help leaders get to know one another as well as help us make decisions about themes, events and to help make plans for teams, team building exercises and team cheers etc.

Expectations

Orientation Leaders Must:

- Be a registered MSVU student who will
 - Have a minimum GPA of 1.7
 - Be available and commit to volunteering during September Orientation week.
 - Be available and commit to Shinerama and Shine Day in September.
 - Complete required training dates.

Estimated Time Commitment:

Training: The two to three days directly preceding the start of Orientation Week in September. Schedule and times TBA.

Orientation Week: Each September with a minimum of 20 hours throughout the week including arrival/move in day between the hours of 12 noon and 11pm.

Shinerama: Shine Day from 9am to 5pm.

General Duties and Responsibilities

- A detailed explanation of orientation week and leader responsibilities will be provided at various Orientation Leader information sessions.
 - Work with the Senior Leaders to guide new students in icebreakers, meetings about Orientation and the Mount as well as take Orientation groups to all events/meetings/workshops scheduled.
 - Staffing information booths, Orientation Kit tables etc. during Orientation week.
 - Throughout the first semester, each Orientation Leader will have their Frosh group on e-mail/Facebook. Acting in a mentorship role, Orientation Leaders will keep in touch with their students, remind the group of up-coming events and services available to them and organize activities for the group at least once each term.
 - **Being part of the M-Team and an Orientation Leader is a year long commitment.** You are expected to continue the support of first year students throughout the entire academic year by engaging students as leaders, setting a good example by attending events, exhibiting school spirit and pride and promoting student life to your fellow students.
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Qualifications

- Outgoing & energetic team player, able to speak in front of others & set a good example.
 - Reliable, responsible, and committed to first year students.
 - Open-minded and understanding, able to work with all kinds of people.
 - Have enthusiasm for the Mount.
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Designations

There are different Orientation Leader designations which you may apply for.

- Senior Leader - General Leader - Runner - Orientation Assistant

If necessary, interviews will be held in January of each year with training for Senior Leaders scheduled throughout the second academic term and a minimum of three days prior to Frosh Week. Training for General Leaders, runners and Orientation Assistants will take place at the Orientation Leader training retreat prior to Frosh Week.

Application

- To apply, fill out an application online at <http://www.mountstudents.ca/>
- Information Sessions will be held at various times each year between January and August.