

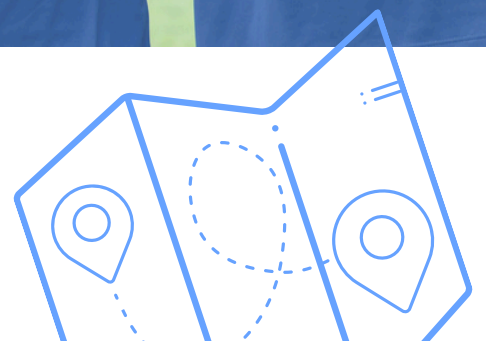
# ORIENTATION LEADER

2026-27 POSITION DESCRIPTION



**Thank you for your interest in the  
Orientation Leader position.**

We are looking for hardworking and enthusiastic Yellowjackets to help guide and mentor new students and their families as they begin their URochester journeys.



# WHAT IS AN ORIENTATION LEADER?

Orientation Leaders (OLs) engage with incoming students and families by serving as mentors, as well as planning and staffing pre-semester programs, Fall and Spring Welcome Weeks, and academic year programs.



## OL RESPONSIBILITIES

### Event Development and Execution

- Collaborate with team members to plan and lead large- and small-scale social events for Fall and Spring Welcome Weeks, as well as lead activities for pre-semester programs
- Facilitate activities for small groups of incoming students through direct engagement during online orientation, pre-semester programs, and Fall and Spring Welcome Weeks
- Assist in events and activities to enhance student experience throughout the academic year that include campus-wide events and important community traditions

### Communications and Mentorship

- Provide mentorship and guidance to incoming students as they transition into the University
- Develop and execute an engaging and dynamic social media strategy to welcome new students and families to Rochester
- Communicate with new students regularly prior to their arrival, during Welcome Week, and during each semester, through email, 1:1 interaction, group activities, and small- and large-scale events

### Additional Duties

- Serve as a representative of the Office of Orientation and New Student Programs, assisting with the implementation and supervision of events and programs
- Provide real-time administrative support and customer service in-person, on the phone, and via email
- Perform other job-related duties as assigned by the orientation professional staff

### Supplemental Assignments

- Assist orientation professional staff with the execution of the Fall 2025 and Spring 2026 Orientation communications plans
- Develop activities and events for specific populations including, but not limited to, transfer students, international students, and first-generation students
- Coordinate and communicate with student organizations to build a schedule of student-led events throughout Fall Welcome Week

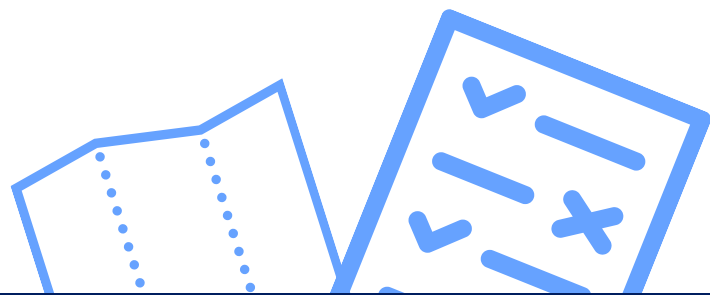
## APPLICANT QUALIFICATIONS

- Must have prior relevant work and/or volunteer experience, including one or more years of administrative, planning, communications, mentor, or program assistant experience
- Must be able to handle organization of and attention to multiple responsibilities
- Must be in good disciplinary and academic standing (cumulative GPA of at least 2.75) and disciplinary standing
- Must be registered as a full-time undergraduate student for the Spring 2026, Fall 2026, and Spring 2027 semesters
- Must be able to work up to 40 hours per week and hold no other positions on campus (without permission from the Assistant Dean) during the summer months, Fall Welcome Week training, and Fall Welcome Week
- Must be available for up to 10 hours a month for programming during the school year (students are eligible to work additional positions during this timeframe)
- Must not be a Resident Advisor for the 2026-27 academic year

*By applying to the role of Orientation Leader, you consent to allow the orientation professional staff to run certain academic and conduct checks.*



**Apply on JobLink**  
**Job ID: 23355**



## OL COMMITMENTS

Dates pertaining to OL commitments are still being finalized. Candidates should be aware of the following **tentative** dates:

### **SPRING 2026**

April-May

**Up to 5 hours for initial training, photoshoot, and biography submission**

### **SUMMER 2026**

Tuesday, May 26-Sunday, August 30

**Training, orientation, early arrival programs, and Fall Welcome Week**

### **SPRING 2027**

Wednesday, January 13-Sunday, January 17

**Spring Welcome Week**

### **FALL 2026 AND SPRING 2027**

Monday, August 31-Friday, April 30

**Up to 10 hours/month for programming**

*On-campus housing (in a double room) will be provided during the Summer 2026 dates listed above.*

## STAFF CONTACT

**Derek Pooley**

dpooley@ur.rochester.edu

## OFFICE CONTACT

585.275.4414

orientation@rochester.edu