

## **Linfield Registration & Orientation Leader Position Description**

### Appointment Information

Appointment: March 15, 2021 - December 2021  
Supervisor: Assistant Director of Student Activities; Assistant Director of Academic Advising  
Compensation: Two \$200 stipends; Housing and meals provided during training and Orientation week

### Commitments & Workload

- Spring Semester
  - Be available for a 20-minute interview between February 22 – March 11
  - Attend Registration & Orientation Leader Spring training on Friday, March 19 and Friday March 26 (times TBD; probably afternoons)
    - If you have a conflict with Spring training, please let us know upon invitation to interview
  - Attend Linfield Certified Driver training as needed
  - Reach out to your assigned Registration & Orientation Group (ROG) in late spring, as you are assigned students, welcoming them to Linfield and assisting with the course registration process
- Summer
  - Respond to all Registration-related communications (phone and email) within a reasonable time frame (usually within 48 hours)
  - Contact students who have not completed registration steps
  - Be available to answer questions received (phone and email) from your ROG during registration periods including late spring throughout the summer and especially the month of June (first year student registration is tentatively scheduled for Tuesday, June 22 and Wednesday, June 23)
  - Respond promptly to all Orientation-related communications (phone and email)
  - Communicate with your ROG throughout the summer to personally welcome them to Linfield and answer any questions they may have
  - Maintain regular communication (email and phone) with Peer Advising Specialists and Academic Advising office for registration and advising throughout the summer
- Late Summer & Fall Semester
  - Attend late summer Fall Training on Friday, August 6 (time TBD; likely afternoon)
  - Move in as early as Friday, August 20, 2021 (exact date and time TBD)
  - Attend Registration & Orientation Leader Fall Training: August 20 or August 23 – August 25 (exact date and time TBD)
  - Participate in New Student Orientation: August 26-29, 2021
  - Facilitate regular First Semester Seminar meetings with your ROG throughout the fall semester, primarily on Monday evenings (more details to come)

### Job Summary

New Student Registration & Orientation Leaders (ROLs) are responsible for welcoming new first-year and transfer students to Linfield and assisting them in their development in four key areas: Sense of Belonging, Community Building, Navigating College, and Academic Success.

### Responsibilities

1. Commitment to full attendance and participation in Registration & Orientation trainings during spring 2021 and fall 2021 semesters.
2. Commitment to full attendance and participation in all New Student Orientation activities.

3. Distance advising: Help new students complete steps to registration, select and register for courses, and feel connected to Linfield; refer to faculty advisors and other offices as appropriate.
4. Prepare and facilitate regular in-person and Blackboard-based small group sessions regarding academics, student life, getting to know Linfield, and other topics for your ROG.
5. One-on-one advising: Meet with ROG students individually during the fall semester.
6. Participate actively in the planning, implementation, and evaluation of scheduled events, and complete all tasks assigned by your supervisors and Peer Advising Specialists in a timely manner.
7. Work collaboratively with other ROLs and Peer Advising Specialists to complete tasks and prepare for Registration & Orientation.
8. Attend regular meetings with other ROLs and your assigned Peer Advising Specialist.
9. Other duties that may be assigned.

### Qualifications

1. Ability to communicate effectively and develop interpersonal relationships with students, administrators, staff, and faculty.
2. Ability to communicate regularly and professionally with Peer Advising Specialists, departmental peer advisors, and faculty advisors.
3. Ability to maintain confidentiality.
4. Comfortable interacting and speaking with groups of varying sizes (1-50 people).
5. Experience in leading a group, working with peers, and planning and executing events is preferred.
6. Must be a full-time enrolled student at Linfield and remain in good academic standing during employment (see pages 12 and 18 of the [Linfield Course Catalog](#) for more information).
7. Must serve as a role model to other students, upholding Linfield's Student Code of Conduct and other stated policies during employment.
8. Must be willing to become a Linfield Certified Driver through offered training opportunities.
9. Must be on campus during fall semester 2021.
10. May not be involved in the following campus commitments, including but not limited to: fall athletics, ASLU/WEB, and Residence Life.
  - a. Those interested in serving as an ROL and as a Pre-Orientation Leader must demonstrate excellent organization and communication skills.
  - b. If you are abroad during spring 2021 you are still eligible to apply; we will work with you to provide spring training accommodation.