

## **Are you passionate about JCU, and looking for a way to make a positive impact? We have the opportunity you've been looking for...**

Orientation Leaders and Skippers assist incoming students and their families in their transition to the JCU Community and Rome. Our carefully selected and trained Student Leaders play a central role in achieving this goal by serving as peer leaders, representatives of JCU, and role models for incoming students.

### **POSITION DESCRIPTION**

#### **Orientation Leaders**

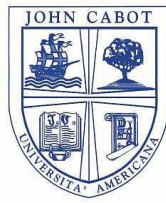
Orientation Leaders are responsible for assisting in all areas of orientation including planning, implementing, and evaluating all orientation activities. Task assignments may include any of the following: airport check-in, welcome table (Tiber Campus, Guarini Campus, Gianicolo Residence), information table, leading campus tours, assisting with sessions, runners, etc.

#### **Skippers**

In addition to Orientation Leader tasks, Skippers are also the peer leaders of the Navigation 101 program. Navigation 101 is an activity designed to help new students navigate the JCU experience and seamlessly transition to Roman life. Skippers are responsible for guiding groups of students through a 2-3 hour tour of the city in order to give new students the most important information about living in Rome (for example, how to use public transportation, explaining hospital and pharmacy information, etc.). Each Skipper could have up to 4 or more groups of students, or "ships", each made up of up to 20 students, or "shipmates". Skippers are also responsible for communicating with students via email prior to orientation, and leading the Navigation 101 session before the start of the tour, including Icebreakers and/or group activities with shipmates.

### **REQUIREMENTS**

- Completed 2 semesters at JCU
- Degree seeking, full-time student
- 2.0 GPA minimum
- Good disciplinary standing
- Knowledge of and commitment to the mission and goals of Orientation
- Leadership potential, professional demeanor, strong work ethic, and willingness to take initiative
- Positive attitude, high energy level, knowledge of and enthusiasm for the University
- Good teamwork, communication, and interpersonal skills
- Ability to work effectively with a diverse group of team members, students, and parents
- Desire to learn about the University's community, programs, resources, policies, and procedures
- Flexibility, responsibility, and willingness to assist others
- Attend and participate in all training sessions



## **ROLES & RESPONSIBILITIES**

- Serve as a positive representative of the University
- Answer questions about social and academic aspects of University life
- Facilitate new students' introduction to the University by maintaining an open, helpful attitude and using effective communication techniques
- Promote interaction among new students during small group discussions, icebreakers, meals, and activities
- Facilitate small group interactions on various topics
- Assist with Parent/Family Orientation
- Assist with the implementation of Orientation activities
- Provide administrative support for the program, including preparation of Orientation materials
- Work with Student Services staff to assist with all aspects of Orientation

## **COMPENSATION AND BENEFITS**

- €5.50 per hour
- Lunch during Orientation Leader and Skipper training & pre-orientation meetings
- Breakfast & lunch during Orientation
- Orientation Leader T-shirts and apparel
- Payment (training, pre-orientation and orientation) will be issued one month after orientation

## **TERMS AND CONDITIONS OF EMPLOYMENT**

New applicants will be required to attend interviews which will be arranged by Student Services.

Orientation Leaders/Skippers must be present and on time without exception for all scheduled training sessions, pre-orientation meetings and orientation days. Please, do not apply if you cannot make it to any of the scheduled training sessions or orientation days!

Orientation Leaders and Skippers will adhere to the rules set forth by the Student Services Staff. Failure to comply with duties and/or failure to portray a proper attitude will result in dismissal from the Program.

*For more information, please email [orientation@johncabot.edu](mailto:orientation@johncabot.edu)*