

Orientation Leader

Under direct supervision of the Student Activities Coordinator, an Orientation Leader is a paid stipend position working with multiple offices across the Maine Maritime Academy campus. An Orientation Leader plays a major role in assisting with New Student Orientation sessions, Orientation Coordinators and professional staff. This is a live-in position, per the duration of each session, with meals provided. This position is paid at a stipend rate of \$300 per session. Opportunity to work between sessions and reside on campus may be available to qualified students.

Roles and Responsibilities:

- Facilitate small group interactions on various topics, including course and student life issues.
- Promote interaction among groups of new students during small group discussions, icebreakers, meals, and activities.
- Participate in training prior to orientation sessions and be responsible for all information covered during these trainings.
- Supervise and participate in activities during Orientation sessions.
- Work closely and cooperate with other Orientation Leaders, Orientation Coordinators and professional staff to develop, prepare, implement, and evaluate Orientation programs.
- Provide administrative support for the program, including preparation of Orientation materials and decorations.

Timeline:

There are two New Student Orientation sessions that will take place throughout the months of May and/or June each summer. There will be a spring training that Orientation Leaders are required to attend during the Spring term.

Qualifications:

Required: Full time Maine Maritime Academy Student with a 2.3 GPA or higher and good academic standing. Student must be in good disciplinary standing. No other outside commitments are permitted during the required dates and time stated above unless approved ahead of time by the Student Activities Coordinator. Positive attitude, high energy level, knowledge of and enthusiasm for Maine Maritime Academy. Good teamwork, communication, and interpersonal skills. Ability to work effectively with a diverse group of team members, students, and parents.

Preferred: Past Orientation Leader and/or Student Leader experience, crisis response experience, CPR and/or first aid certification, and customer service experience.