

Brandeis University • New Student Orientation

2007 Orientation Leader Agreement

Brandeis Orientation Leaders (OLs) have many duties and responsibilities, which are carried out throughout the Orientation program. In accepting a position, you will be held responsible for the satisfactory performance of these duties and responsibilities, other duties be assigned, and for serving as a positive and professional representative of the Department of Orientation and First-Year Programs, and Brandeis University.

Position Objective

As a representative of Brandeis University, Orientation Leaders are responsible for welcoming and introducing new students and their families to Brandeis University. In working with students and their families, members facilitate the transition process and act as the first link to the University community. Acting in accordance with the Division of Student Life's mission and goals, as well as those of the University, the Orientation Leader assists students in learning and negotiating campus systems and resources. In addition, he or she is involved in the implementation and execution of the Orientation programs and initiatives set forth by the 2007 New Student Orientation Core Committee.

Position Duties and Obligations

Orientation Leaders make a commitment from August 19th/20th through September 2nd and will be held accountable for the following items:

- 1) Early Arrival
 - a. Captains and Mosaic OLs must return to campus on Sunday, August 19, 2007 for preliminary training that begins at 12:00pm (noon).
 - b. ALL Orientation Leaders must return to campus no later than 12:00pm (noon) on Monday, August 20, 2007. Our first meeting will begin at 12:00pm (noon) sharp.
- 2) Be present at all Orientation trainings and events as assigned, from arrival through midnight on Sunday, September 2, 2007. Orientation Leaders are expected to understand that, with exception of emergencies and religious observance, they are required to participate in all Orientation activities as assigned.
- 3) Maintain appropriate relationships with new students.
- 4) Be **punctual** to all trainings and Orientation events.
- 5) Uphold all University policies as stated in the 2007-08 *Brandeis University Rights and Responsibilities* (available online at www.brandeis.edu/studentlife/sdc)

- 6) Refrain from the use, consumption, or service of alcohol or drugs at any time during Orientation, from arrival through midnight on Sunday, September 2nd, 2007. This includes refraining from taking any new students to a place where they might obtain alcohol or illegal substances. Failure to comply will result in **immediate dismissal** from the Orientation program and may also result in a judicial referral to the Department of Student Development and Conduct. There are no registered parties on campus during Orientation or Welcome Week, only scheduled orientation events.
- 7) Orientation leaders are some of the first University representatives seen by new students and their families. They are therefore expected to maintain an appropriate presence in person and on the internet. This includes the removal of any information and photographs on social networking websites (such as Facebook, Myspace, online chats, my.Brandeis bulletin boards, etc.) which would reflect poorly upon Brandeis University, or which depict any violations of *Rights and Responsibilities*, or other agreements herein.
- 8) Understand that arriving early on campus is a privilege and similar privileges are not extended to roommates or suitemates who are not involved in Orientation. Orientation Leaders are not permitted to host overnight guests, including family members, friends, or significant others.
- 9) Orientation Leaders will be provided a complimentary Orientation T-shirt (and may purchase additional T-shirts). In addition, members are required to dress in a comfortable, neat and professional manner when involved in Orientation programs. Members are expected to wear the Orientation 2007 T-shirt from Friday, August 24th through midnight on Sunday, September 2nd whenever you are on the Brandeis Campus or representing the Orientation program off campus.
- 10) Treat all members of the Brandeis community respectfully, including Michelle, the Core, and your fellow OL's.
- 11) Approach situations with an open mind and be aware of the diversity that exists on the Brandeis campus.
- 12) Recommend and promote attendance at all Orientation events.
- 13) Have a blast!!!

By signing this agreement you acknowledge having read and completely understood your obligations in performing the duties of a member of the Brandeis Orientation Leader Team, and agree with the terms and conditions set forth in the Agreement provided.

Full Name: _____

Signature: _____

Date: _____