

2023 Orientation Leader Contract

In accepting the role of Orientation Leader, I understand that this position requires that I meet a certain set of standards. These standards have been established to ensure the best possible experience for new students and their guests and to promote the feeling of camaraderie and support within the ATU Orientation Leader Team, which is essential to a successful program. Please read the following statements and initial next to the number.

- ____ 1. As a representative of the University, I will make every effort to present both ATU and myself in the best light possible. I will be aware that my actions could influence people's opinions of both the University and myself. I recognize myself as a role model. I will set a positive example for all new students by showing respect and consideration for all members of the faculty, staff, administration and university property.
- ____ 2. I understand that my status as a representative of the University also extends to my social media presence. I will make every effort to ensure my social media profiles, pictures and comments adhere to the statement above.
- ____ 3. I will attend the in-person training sessions, one in March and two in April, and the virtual training sessions, one in June and one in July. I will attend the in-person training sessions in August leading up to orientation to get to know my teammates and participate in training that will prepare me for my OL position.
- ____ 4. During the summer months, I will check Slack and my ATU Email for updates on dates, times, and important changes for 2023 Orientation, as well as attend the mandatory virtual trainings.
- ____ 5. I understand that compensation for the Orientation Leader Position includes: \$400 stipend and staff apparel.
- ____ 6. I will abide by all policies within the ATU Student Handbook and Code of Conduct.
- ____ 7. I will maintain good judiciary standing during my time as an Orientation Leader. I promise to discuss any developing situations with my supervisors to prevent any unnecessary surprises regarding my standing. Any Conduct concerns will be handled on a case-by-case basis and could result in termination.
- ____ 8. I understand I must be on campus and working as an Orientation Leader August 15-22, 2023. I will make the necessary adjustments to my schedule, so Orientation is my priority during this time.
- ____ 9. I understand I am responsible for completing all HR paperwork before April 1, 2023.
- ____ 10. I will maintain a 2.5 GPA during my time as an Orientation Leader. I understand that I may be released from the OL team if my cumulative GPA is lower than the required 2.5 GPA after the Spring 2023 Term.

I understand that any and all violations of this contract are serious and will be dealt with on a case-by-case basis. Ramifications could include probation, loss of benefits or termination from this position. **My signature below certifies that I have read and understand the contractual statements and agree to comply with them.**

Name of Orientation Leader (please print) _____

Signature of Orientation Leader _____

**To accept the Orientation Leader position please email this signed contract to orientation@atu.edu or drop it off at the Campus Life office in Doc Bryan by Tuesday, February 21 at 5:00 pm.*