



2024 Transfer Orientation Leader Contract

In accepting the role of Transfer 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 Transfer 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 have the ability to 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 all Transfer orientation events and activities. Please see your acceptance email for required dates and times and specific information regarding expected attendance.
- _____ 4. I will attend the in-person training session on November 14, 2023, to get to know my teammates. I will also attend the in-person training sessions in February - April 2024, and August 2024 and the online training sessions in June 2024 and July 2024.
- _____ 5. While employed as an orientation leader, I will frequently check Slack and my ATU Email for updates on dates, times, and important information for 2024 Orientation.
- _____ 6. I understand the compensation for the Transfer Orientation Leader Position is; \$9.50/hour, meals associated with the program and staff apparel. Compensation benefits are subject to change at any time.
- _____ 7. I will abide by all policies within the ATU Student Handbook and Code of Conduct.
- _____ 8. I will maintain good academic and judiciary standing during my time as a Transfer Orientation Leader. I understand my employment is conditional based on my fall 2023 GPA and that I may be released from the team if my GPA does not meet the requirements. I promise to discuss any developing situations with my supervisors to prevent any unnecessary surprises regarding my academic and/or judiciary standing.
- _____ 9. I understand I must be on campus and working as a Transfer Orientation Leader on January 11-12, 2024 for the spring orientation and August 16-21, 2024 for fall orientation. OLs who will be living on campus will be allowed to move-in early. I am aware the August dates may change once the fall 2024 academic calendar is released.
- _____ 10. I understand that I am responsible for completing all necessary HR paperwork by November 14, 2023.

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 Transfer Orientation Leader position please email this signed contract to orientation@atu.edu or bring a physical signed contract to the front desk of the Campus Life Office (Doc Bryan 233) by Tuesday, November 14, 2023 at 5:00 pm.**
