



**FEBRUARY 3, 2022**

\*\*\*\* [CALL FOR FALL 2022 NEW INTERNATIONAL STUDENT ORIENTATION LEADERS!](#) \*\*\*\*

(A GREAT WAY TO MEET PEOPLE, HELP NEW STUDENTS, DEVELOP LEADERSHIP SKILLS AND  
HAVE FUN!)

[Link to the Orientation Leader Application Form](#)

**ATTEND AN INFORMATION SESSION TO LEARN MORE ABOUT THE POSITION**

Did you know that Rutgers University has more than 8,000 international students from more than 125 different countries? The International Student and Scholar Services office at Rutgers (ISSS) hosts orientation events before the start of each semester to welcome new international students and help them adjust to their new life at Rutgers. ISSS is looking for 20-30 outstanding Orientation Leaders (OLs) to help facilitate orientation activities at the beginning of each semester. You can find more information about our orientation [here](#).

Do you remember your orientation week at Rutgers? If you attended orientation, you must remember orientation leaders helping you through a week full of activities and programs. **Now it's YOUR turn!** We have started planning our fall 2022 orientation program--a comprehensive introduction to the campus, the community, the U.S. higher education system, and American culture. The program enjoys a reputation for being indispensably helpful (*and lots of fun!*) for one big reason: orientation leaders make it so.

**Fall 2022 New International Student Orientation** will begin on Monday, August 29, 2022. There will be additional virtual events during the summer as well. The orientation leader (OL) training program is a required (*and fun!*) part of being an OL.

**Hiring Timeline**

Join us for an [Information Session](#) (strongly recommended)

**Option 1: Monday, February 7, 10am-11am via Zoom**

Join Zoom Meeting

<https://rutgers.zoom.us/j/8727491338?pwd=OFByTkR1dVdwc2ZMeUczVHBIZEVdDz09>

Meeting ID: 872 749 1338

Password: 12345

**Option 2: Tuesday February 15, 4:30pm-5:30pm in person**

College Avenue Student Center Multipurpose Room

**Application is now open until February 28** at 11:59pm- [Apply HERE](#)

**Zoom Interviews:** Monday, March 21, 2022 – Thursday, March 31, 2022

**First Meeting:** mid-April (date and details TBD)

**Orientation Leader (OL) Job Description**

Orientation Leaders (OLs) are role models as well as sources of support and information for new international students. They play a major role in facilitating the adjustment of new students and their families to the Rutgers campus and community. They share accurate information about academic, personal, and social resources while working collaboratively with faculty, professional staff, and student staff from other areas on campus.

**Responsibilities**

- Serve as a role model and resource to new international students and their families during orientation
- Assist in the preparation, implementation, and evaluation of International Student Orientation
- Facilitate sessions, presentations, activities, and campus tours for incoming students and family members
- Assisting in the preparation of orientation activities and materials
- Explaining academic opportunities and procedures
- Acquainting new students with campus services, building locations, and resources
- Assisting new students with all essential tasks at the start of the semester – answering questions about registration, getting an RUID card, completing the legal check-in process, etc.
- Perform other duties as assigned by the ISSS staff

**Qualifications and Qualities**

We are looking for a diverse group of undergraduate students who possess the following qualities:

- Good academic and disciplinary standing (minimum cumulative GPA of 2.5)
- Campus or community involvement (i.e. service, extra-curricular activities, etc.)
- Punctual and dependable
- Team player
- Positive attitude

- Flexibility and ability to think on your feet
- Public speaking skills
- Ability to work with diverse students, parents, faculty, and staff
- Desire to be a leader and role-model, including on-campus, online and in the community
- Desire to assist new students in their transition to Rutgers

### **Orientation Leader (OL) Requirements, Time Commitment, and Training Program**

- Availability and assistance throughout the New International Student Orientation program
- Attendance at all orientation leader training sessions (once per month, 2-3 hours each time) from April to August. While it is highly recommended that OLs attend all meetings, attending a minimum of 6 (including the first and last meeting) is mandatory.
- Participation in orientation related projects and accounting for preparation time towards these projects outside of the OL training meetings

### **Benefits of being an Orientation Leader**

- Receive a \$500 stipend
- Receive training on leadership skills, team building facilitation, group dynamics, and communication skills
- Gain public speaking and team building experience
- A great resume builder
- Working with Rutgers Global staff and other university administrators
- An OL shirt, meals during training meetings and during orientation week (if meetings are in-person)
- Raffle prizes including Amazon gift card, and more
- Forming lifelong friendships, and...
- Lots of fun!

### **Orientation Assistants**

If you are selected as an OL you may also apply to be an orientation assistant! Orientation Assistant (OA) is a paid position at the Rutgers Global- International Student and Scholar Services. Employment will be from late-May until the end of the ISO program. Selected individuals will be working at Rutgers Global for 8-10 hours/week. We may hire 1-2 OAs this year.

### **Questions**

If you want to learn more about the selection process before submitting the International Student Orientation Leader Application, feel free to email Jinling Quan ([jquan@global.rutgers.edu](mailto:jquan@global.rutgers.edu)).

Sincerely,

Rutgers Global – International Student and Scholar Services  
848-932-7015

[iss-students@global.rutgers.edu](mailto:iss-students@global.rutgers.edu)

[global.rutgers.edu](http://global.rutgers.edu)

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This periodic update from the Rutgers Global – International Student and Scholar Services (ISSS) office provides you with important information regarding your legal status, upcoming programs, and useful resources.

These notices are automatically sent to all nonimmigrant students enrolled at Rutgers–New Brunswick. Most messages, however, apply only to F-1 and J-1 students. We label most messages to facilitate your identification of which messages may apply to you personally. All F-1 and J-1 students on Rutgers' visa sponsorships are required to know the information that is provided in these notices and to follow reminders and instructions that apply to their own situations.

This is NOT a subscription email list. These notices are sent periodically to an automatically generated list. If you are a permanent resident or citizen of the U.S and should not be receiving these notices, please contact Susan Maldonado at [susanmal@global.rutgers.edu](mailto:susanmal@global.rutgers.edu).