

**Job Description:**

A Student Orientation Leader (SOL) is responsible for assisting the orientation coordinator in presenting a smooth and successful orientation program. SOLs are acting as ambassadors of the College and should act as such. We are here to welcome students to campus and want to give them a positive experience.

Responsibilities include:

- Assisting in the set up and tear down of on-campus sessions
- Help with check-in process
- Assisting managing powerpoint slides and technology if needed
- For virtual sessions, helping manage the chat and Zoom
- Giving tours to students who are attending orientation
- Assist with preparing materials for orientation if needed
- Answering questions of incoming students
- Other duties as needed for the Orientation programming

Time Commitment:

Student Orientation Leaders are expected to arrive 30 (thirty) minutes prior to the orientation start time. At the end of the on campus programs, they will be expected to stay and assist with clean-up if needed.

Lunch will be provided for the on-campus day orientation sessions. If you have any dietary restrictions, please let me know.

If you sign up for a session and/or tour it is expected that you will be present for the session/tour. In the case of an emergency in which you can no longer make your assigned time, please email Erin Marulli at marulliea@sunybroome.edu or call 607-778-5244 as soon as possible.

Orientation dates:

- Tuesday, June 27: 8:30 a.m.-1:30 p.m.
 - BAP orientation
- Friday, July 7: 8:30 a.m.-1:30 p.m.
 - BAP orientation
- Tuesday, July 11: 8:30 a.m.-1:30 p.m.
 - BAP orientation
- Thursday, July 13: 5-7:30 p.m.
 - General orientation, Zoom
- Tuesday, July 18: 8 a.m.-12 p.m.
 - General orientation, on campus

- Thursday, July 20: 8 a.m.-12 p.m.
 - General orientation, on campus
- Tuesday, July 25th- 9 a.m.-1:30 p.m.
 - BAP orientation
- Thursday, July 27- 3:30-7:30 p.m.
 - General orientation, on campus
- Wednesday, August 9- 3:30-7:00 pm
 - General orientation, Hyflex
- Sunday, August 28 9:00am-2:00 pm
 - Housing orientation, on campus

Attire:

Please wear either the orientation shirt provided to you or something SUNY Broome! Please dress casually, but also professionally. Jeans are fine! If giving a tour, it is recommended to wear comfortable shoes.

Questions:

If someone asks you a question you do not know the answer to, that is okay! Be honest and let them know you are not sure, but you will connect them with someone that can help. You can always refer students to Orientation Coordinator, Brittney Richardson.

Contact Information:

Erin Marulli
Staff Associate, Student Retention
marulliea@sunybroome.edu
Office phone: 607-778-5244