



# 2026 Orientation Leader (OL) Application Packet

Thank you for your interest in the Orientation and New Student Program's Orientation Leader position. We are excited to begin the selection process of our leaders.

## Orientation Leader Application Steps

### 1. Attend ONE Orientation Leader Info Session (*Required*) (In-Person Sessions held in Bayou 2311. All last 45 minutes.)

- January 26th (Monday) - 11 AM
- January 29th (Thursday) - 6:30 PM (Virtual)
- February 2nd (Monday) - 11 AM
- February 3rd (Tuesday) - 12 PM
- February 6th (Friday) - 12 PM (Virtual)
- February 11th (Wednesday) - 11 AM
- February 13th (Friday) - 12 PM (Virtual)
- February 18th (Wednesday) - 11 AM

### 2. Complete and submit application materials.

*(Application closes February 25<sup>th</sup>, 2026 @5pm)*

All applications will be reviewed and screened for eligibility. Applicants selected to move on to the next round will receive an invitation via email to participate in step 3. Please complete the online application linked below.

*The application to complete is found here:*

<https://tinyurl.com/4nmczsnu>

### 3. Attend the OL Group Interview Workshop – INVITATION ONLY

All eligible applicants will receive an invitation via email by [orientation@uhcl.edu](mailto:orientation@uhcl.edu) to attend the Orientation Leader Group Interview Workshop. This process includes observing your performance during group activities as well as an individual interview.

*If invited, you must attend only one day for the entire duration.*

- Friday, February 27, 2026; 4:00pm – 6:00pm
- Saturday, February 28, 2026; 10:00am – 12:00pm

**Application Deadline**  
**Wednesday, February 25<sup>th</sup> at 5 PM**

**Online Application Link:**

<https://tinyurl.com/4nmczsnu>





## 2026 OL Application Dates

Date	Activity	Time
Wednesday, February 25 <sup>th</sup> , 2026	OL Application Due	5:00 PM
Friday, February 27 <sup>th</sup> , 2026	Orientation Leader Group Interview Workshop #1	4:00 pm – 6:00 pm
Saturday, February 28 <sup>th</sup> , 2026	Orientation Leader Group Interview Workshop #2	10:00 am – 12:00 pm
Monday, March 2 <sup>nd</sup> , 2026	Orientation Leader Positions Offered Via Phone	All Day

**NOTE: All Orientation Leader applications will be reviewed and screened for eligibility upon submission. Applicants selected to move on to the next round will receive an invitation via email to participate in the Orientation Leader Group Interview Workshop. Candidates only need to attend Workshop #1 OR #2, not both. Candidates will need to be available for the two full hours.**

## 2026 Orientation Leader Required Dates

Date	Activity	Time
March 23 <sup>rd</sup> , 2026	OL Welcome/Signing Day	11:00 AM – 2:00 PM
April 9 <sup>th</sup> , 2026	OL Business Day Workshop	10:00 AM – 11:30 AM/ 2:00 PM – 3:30 PM
May 15 <sup>th</sup> , 2026	OL Training Day	10:00 AM – 3:00 PM
May 16 <sup>th</sup> , 2026	OL Training Day	10:00 AM – 3:00 PM
May 20 <sup>th</sup> , 2026	OL Training Day	11:00 AM (Overnight)
May 21 <sup>st</sup> , 2026	OL Training Wrap Up	9:00 AM – 11:45 AM
June 9 <sup>th</sup> , 2026	New Student Orientation (NSO)	6:45 AM – 3:00 PM
June 26 <sup>th</sup> , 2026	NSO	6:45 AM – 3:00 PM
July 8 <sup>th</sup> , 2026	NSO	6:45 AM – 3:00 PM
July 23 <sup>rd</sup> , 2026	NSO	6:45 AM – 3:00 PM
August 4 <sup>th</sup> , 2026	NSO	6:45 AM – 3:00 PM
August 13 <sup>th</sup> , 2026	NSO	6:45 AM – 3:00 PM

**NOTE: Orientation Leaders are required to work on ALL dates listed above. While there is some flexibility for the Orientation Sessions, attendance is mandatory at all OL Training Days to be selected as an Orientation Leader. \*Dates are subject to change**



# Orientation Leader Position Description

**Department:** Orientation and New Student Programs (ONSP)

**Employment Period:** April 2025 – September 2025

**Pay:** \$10/hour

**Team Size:** 20–30 Orientation Leaders

**Orientation Leaders (OLs)** are student leaders who support the successful transition of new undergraduate (first-year, transfer), graduate, international students, and their families to the UHCL community. OLs help create a welcoming and inclusive environment, lead orientation activities, and model Hawk spirit while promoting student success, engagement, and belonging.

OLs work as part of a team to implement 6–10 orientation sessions and are expected to complete a comprehensive training program before summer programming.

## ORIENTATION LEADER POSITION MINIMUM REQUIREMENTS

- Current UHCL undergraduate or graduate student
- Minimum 2.5 cumulative GPA and good academic standing through Spring 2026
- Completion of at least 12 credit hours by the end of Spring 2026
- Enrolled through Fall 2026
- **Full participation in all training sessions and orientation events**
- Demonstrated interest in UHCL programs, services, and student life
- Strong interpersonal, communication, and teamwork skills
- Dependable, adaptable, and eager to support others' transition
- Committed to having fun and growing as a leader

## ORIENTATION LEADER TIME COMMITMENT

- Paid training sessions: April–May
- Orientation programs: May–August
- Opportunity for continued support and programming past September as needed



## ORIENTATION LEADER RESPONSIBILITIES

### **Student Engagement**

- Lead small group discussions and campus tours
- Share personal experiences to connect with new students and promote campus involvement
- Facilitate icebreakers, team-building activities, and reflection exercises

### **Program Support**

- Assist with event setup, check-in, logistics, and transitions
- Guide students through orientation programming and provide campus directions
- Engage family members and supporters with warmth and professionalism

### **Leadership & Role Modeling**

- Serve as a visible ambassador for UHCL and uphold university policies
- Communicate regularly and professionally with peers and professional staff
- Participate in ongoing training, reflection, and feedback processes

## WHAT YOU'LL GAIN

### **Professional & Personal Development**

- Public speaking, facilitation, and leadership skills
- Experience working on a team and navigating fast-paced environments
- Increased self-awareness and confidence in intercultural communication

### **Campus Impact**

- Direct role in supporting student success and retention
- Connection with staff, faculty, and students across campus
- Recognition as a visible student leader

### **Perks**

- UHCL swag and orientation gear
- Meals during orientation sessions
- Meaningful friendships and networking opportunities

# 2025 Orientation Leader Application

*This is only an example, please do not complete the application from this paper.  
Fill out a digital application here:*

<https://tinyurl.com/4nmczsnu>

## SECTION 1: PERSONAL & ACADEMIC INFORMATION

Full Name (First & Last): \_\_\_\_\_ UHCL Student ID #: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Year in School (as of Spring 2026): \_\_\_\_\_

Local Mailing Address (Street, City, State, Zip): \_\_\_\_\_

Year in School (as of Spring 2026): \_\_\_\_\_

Academic College (check one):

College of Business

College of Human Sciences & Humanities

College of Education

College of Science and Engineering

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Expected Graduation (Month & Year): \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Do you identify as a first-generation college student?  Yes  No  Prefer not to say

Are you an international student?  Yes  No

Were you a transfer student when joining UHCL?  Yes  No

Are you interested in year-round employment with the office?  Yes  No

## SECTION 2: ELIGIBILITY QUESTIONS

1. Are you a current or former UHCL student employee?  Yes, Current  Yes, Former  No

2. Are you eligible for Federal Work-Study?  Yes  No  Unsure

3. Will you be enrolled in UHCL classes in Summer 2026?  Yes  No  Unsure

4. Will you be enrolled in UHCL classes in Fall 2026?  Yes  No  Unsure

5. Do you plan to have an internship/TA/GA in Summer 2026?  Yes  No  Unsure

## SECTION 3: SHORT ANSWER RESPONSES

Responses should be thoughtful, authentic, and 45-100 words each.

**New Applicants – Please answer all six questions:**

- Why are you interested in becoming an Orientation Leader?
- How would you ensure incoming students have the best orientation experience possible?
- What does being a student leader mean to you?
- Tell us about a time when you had to learn something new or step outside your comfort zone. What helped you succeed?
- How would you handle a conflict among team members or with a student or parent?
- What is your favorite part of UHCL, and why?

**Returning Orientation Leaders – Please answer all six questions:**

- How would you support and mentor new Orientation Leaders joining the team?
- How would you ensure new OLs understand their responsibilities?
- What did you learn from your previous experience as an OL?
- How would you approach a conflict or difficult situation during orientation?
- What were your biggest challenges in this role, and how did you manage them?
- What do you hope to gain from returning to the Orientation Leader team?

**Applications are due Wednesday, February 25<sup>th</sup> at 5pm.**

*This is only an example, please do not complete the application from this paper.*

*Fill out a digital application:*

<https://tinyurl.com/4nmczsnu>