

Hey Mustangs!
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2026
**Orientation
Leader**

2026 Orientation Leader Job Description

Orientation Leaders (O-Team) play a key role in shaping the new student experience during our orientation programs (Stampede, MustangStartUp, RoundUp). The O-team helps execute Stampede Welcome Week by designing and leading hallmark programs that set the tone for campus life. Orientation Leaders also mentor and train Stampede Guides, helping to build meaningful connections between new students and the SMU community. In addition, Orientation Leaders actively participate in RoundUp, the extended orientation program designed to further support a smooth and engaging transition for incoming students.



Essential Qualifications

- Non-Graduating Undergraduate Student
- Must have and maintain a minimum 2.75 GPA by Spring 2026 semester (Those with a GPA lower than 2.5 will be given a chance to explain this if given an individual interview).
- Eligible to work in the United States and passing of a background check.
- Enrolled at SMU for the Spring 2026 and Fall 2026 semesters
- Must be in good academic and conduct standing with SMU throughout employment
- Cannot be an RA
- Cannot enroll in (in-person) summer classes for the summer term (only Maymester is allowed)
- Must not have another SMU job at the time of employment (Summer 2026)

Job Responsibilities

Orientation leader responsibilities will range from leading new students during orientation programs and small group Zoom sessions. OLs must exhibit qualities and skills of communication, empathy, teamwork, critical thinking, problem-solving, adaptability, a positive can-do attitude, and teachability. The responsibilities of an OL include, but are not limited to:

- Welcome new students, parents, and families to SMU
- Conduct three small group Zoom sessions for incoming students on topics that prepare incoming students for life on the Hilltop
- Perform in front of a large audience during the Opening Session of Stampede.
- Assist with the Stampede and RoundUp check-in process
- Move and lift orientation program supplies and prepare them for Stampede and RoundUp
- Serve on one of three event planning committees alongside fellow OLs. Those committees can be found below:
 - **RBW (Red, Blue, and White Events)** - small group programs and fun activities for incoming students to get to know one another during Stampede Welcome Week. This group is responsible for equipping Stampede Guides to execute these events.
 - **Dynamic Duo Events** - our signature Stampede events, which include the Opening Session and Stampede Sundown
 - **RoundUp Directors** - plan, implement, and lead the RoundUp program for incoming first-year students. These directors are responsible for the various logistical and programmatic aspects of RoundUp.
- Assist with other Stampede events such as Kickoff and Class Photo
- Daily summer office hours (9 AM-4 PM)
- Attending 1:1s with professional staff
- Speaking on behalf of Orientation at Stampede Guide Informational sessions
- Recruiting, Selecting, Interviewing, and Training Stampede Guides
- Marketing and Public Relations (Social Media Takeovers, Flyer designs)
- Work strenuous, irregular hours during major orientation programming (but have tons of fun!)



Our Ideal Candidate



- Displays a great work ethic and positively represents SMU and the Office of Orientation and Transitions.
- Comfortable working in a fast-paced and ever-changing work environment.
- Passionate about making a difference in the lives of incoming students and their families.
- Demonstrates high levels of responsibility, self-motivation, time-management, works well on a team, and can uphold the confidentiality of sensitive student information.
- Always maintains good communication and interpersonal skills, especially when working with individuals with different life experiences.
- Ability to provide excellent customer service to all, including students, family members, faculty, and staff. Strong presentation and communication skills for skits, small group meetings, panel discussions, and more.
- Engage in conflict management, critical thinking, and problem-solving skills to address any questions or problems presented by students and their families.
- Willingness to learn and grow throughout their employment.
- Has the ability to receive constructive feedback and use it to advance their growth as a professional
- Someone who does not show preferential treatment of students based on major, program, or other designations.
- Abides at all times by the university code of conduct while employed by the Office of Orientation and Transitions

Time Commitments



- **Spring Training**: All Orientation Leaders will be expected to attend the weekly 2-hour Orientation Leader meetings throughout the Spring semester. The class will cover general leadership topics ranging from mentorship and team development to conflict management and belonging. The Spring class is required for all staff. We will work with you if you have a major-specific class scheduled during the class.
- **OL Retreat**: Orientation Leaders will be expected to participate in the OL Retreat at the beginning of Summer training
- **Summer Training**: Intensive training will occur before RoundUp and summer prep for Stampede. Leaders will be trained on a variety of subjects, including campus policies and resources, academic advising, facilitating small groups, presentation skills, professional development, and much more. Summer training is required for all staff.
- **Team Development Days**: Orientation Leaders will be expected to be present at Team Development Dates will be communicated ahead of time.
- **Summer Orientation Programs**: Orientation Leaders must be present at all orientation programs. A complete schedule of required assignments will be provided before the start of the summer.
- **Additional Orientation Programming**: Orientation Leaders may be instructed to work additional Orientation and Transition Programs-sponsored events, including, but not limited to: RoundUp, Summer Send Offs, A Night at the Club, among others. Dates will be communicated ahead of time.

Benefits

All major accommodations will be covered during the Summer term.

Accommodations include:

- Summer Stipend
- Summer Room & Board Accommodations
- Staff Apparel/Swag
- Summer Meal Plan
- Dedman Rec Center Pass
- Parking Permit
- Personal/Professional Development
- One-of-a-kind Summer Experience



How will this position benefit me as a student and after graduation?

- As an Orientation Leader, you will have the opportunity to make and enhance connections with faculty, staff, and a variety of students from the SMU community. In addition, you will develop a deep understanding of university programs and services, which increases your campus knowledge. The student leader position is an integral part of the welcome experience for new students.
- This position is designed to help orientation leaders develop their leadership skills, time management skills, interpersonal communication, team building, group problem-solving, and outreach to campus and community partners, fostering skills important for future employment.
- Throughout the program, you will have a plethora of opportunities to use these skills in hands-on situations throughout our programs. This will strengthen your ability to develop large-scale event productions from concept to completion.