



Student Orientation & Advocacy Service

## Orientation Leader Information sheet for prospective applicants

### What is an Orientation Leader (OL)?

Orientation leaders are enthusiastic and helpful senior students at the university who aim to assist the incoming first year students to adjust and transition to campus life. They assist both local and international students to find the appropriate academic and social support, locate relevant buildings and services as well as provide mentor-like support to first years in the first few weeks at the university.

The extent of the role description is dependent on the faculty. But generally, OLs are required to assist in the planning and logistics of orientation week, conduct campus tours, welcome and interact with first years in various ways including at the annual Freshers' Braai.

### When will I be expected to work?

Orientation begins approximately three weeks before the start of the first semester. You will be required to come in before the orientation period to plan for and prepare for the orientation period.

**If you are a first-time applicant, you will also be required to attend the Orientation Leadership Training Programme in the preceding year in the second semester.**

### What is the Orientation Leadership Training Programme (OLTP)?

The OLTP is a 7-week training programme aimed at preparing students for the role of Orientation leader. The programme covers topics such as leadership, communication, mentorship and support structures at UCT to ensure that the prospective OLs are fully equipped for the role.

This programme will take place Saturday mornings in the second semester. It is compulsory for all first-time OLs to attend and complete the training in order for them to be appointed as OLs in the following year. Returning OLs will join some of the sessions.

### What is IAPO and can I apply?

IAPO refers to the International Academic Programmes Office and they work with both international full degree and semester study abroad students. They do offer an orientation programme for these students and thus require assistance from OLs.

You are able to apply both to your home faculty as well as to IAPO to increase your chances of being selected. ***Please note: you will need to submit a second application indicating that you would like to apply to IAPO to be considered.***

### Do I get paid?

Yes, OLs do get paid and remuneration varies across faculties and IAPO. Remuneration is based on the budget and the amount of work and time put in to run the faculty/IAPO-specific orientation programme.

### What is the application process?

You need to complete the application form following this information sheet with your complete and correct details and attach your CV, 1-page letter of motivation and your academic transcript. **Your full application needs to be submitted to the Student Orientation & Advocacy Service (SOAS) office located in Room 2.01 in the Computer Science Building on Upper campus, opposite the UCT bookstore.**

**First-time applicants:** your letter of motivation need to address why you are applying for the position of orientation leader and what you will bring to the role.

**Returning OLs:** your letter of motivation need to address why you are reapplying for the role, what have you learnt from your past orientation experiences and what do you hope to bring to the new team in 2018.

**DUE DATE: Friday, 2 June 2017 @ 4:30 pm**

## 2018 ORIENTATION LEADER APPLICATION

I am applying for... (Please tick relevant box)

<input type="checkbox"/> Commerce	<input type="checkbox"/> EBE	<input type="checkbox"/> Humanities
<input type="checkbox"/> Law	<input type="checkbox"/> Science	<input type="checkbox"/> IAPO

Please tick a relevant box below:

First time applicant <input type="checkbox"/>	Returning OL <input type="checkbox"/>
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Surname		Student number:	
First name		Gender:	
E-mail:		Cell no:	
Nationality:			
Home Address:			

Are you currently living a UCT residence?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, which residence do you stay in?	
If no, please supply us with your term address?	
Do you plan on being in a UCT residence in 2018?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Academic programme		Year of study (1 <sup>st</sup> , 2 <sup>nd</sup> , etc.)	
When do you expect to graduate? (Please month and year)			
If you are in your final year of study in 2017, do you plan to come back to UCT in 2018?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe	

Declaration	
<input type="checkbox"/> I have attached my CV, academic transcript and 1-page letter of motivation <input type="checkbox"/> I declare that the information provided is complete and correct	
Print name:	
Signature:	Date: