Summer 2021
Orientation Leader
Information Guide
Thank you for your interest in serving as an Orientation Leader!

Mission + Purpose

The New Student Orientation program equips students with the knowledge, skills, and connections to begin their journey at AMDA Los Angeles.

Our Orientation Leaders are an integral part of the Orientation program. Through a variety of experiences and opportunities, OLs have the power to make a positive and lasting difference in the AMDA community and develop great leadership and resumé-building skills in the process.
OL Expectations

Orientation Leaders have the responsibility of representing AMDA during a 3-week long virtual Orientation.

The following expectations have been established to ensure the best possible experience for new students, the Orientation Staff, and fellow Orientation Leaders. Orientation Leaders are expected to:

- Exhibit qualities of hardwork and enthusiasm
- Actively participate in Orientation with a positive and professional attitude
- Seek to make new students feel welcome
- Be early or on time to all training and Orientation-related events
- Abide by all AMDA policies and standards of student conduct
- Consistently and reliably act with integrity.

OL Responsibilities

Typical responsibilities of an Orientation Leader during virtual Orientation include:

- Guiding new students through Orientation events and activities
- Leading virtual meetings for their assigned Orientation group
- Attend all Orientation Leader trainings
- Attending Orientation Leader weekly team meetings
- Other duties as assigned
Applicant Qualifications

All applicants **SHOULD**:

- **Demonstrate** a strong work ethic and initiative
- **Have pride** in being an AMDA student and be eager to share their experience
- **Have a positive attitude**
- **Be creative**, flexible and work well under pressure
- **Have high standards** of ethical behavior
- **Demonstrate** the ability to work with a diverse group of people, including students, faculty, and staff
- **Exhibit a strong commitment** to becoming informed and knowledgeable about AMDA's policies and procedures

All applicants **MUST**:

- Be actively enrolled in the Spring 2021 academic term
- Have exceptional customer service skills
- Have completed their 1st semester by the end of the Spring 2021 academic term with a 2.5 cumulative GPA or higher
- Be able to serve as a role-model who exemplifies strong dedication to AMDA academics and student life
- Be highly motivated with a positive attitude
- Have access to reliable technology and internet connection
Important Dates for Summer 2021 Orientation

- Wednesday, April 14: OL application opens
- Monday, May 3: OL application closes
- May 4-7: OL Returning Candidates' Group Interviews
- May 10-14: New OL Candidates' Group Interviews
- May 21: Offer Letters sent out to applicants
- May 24-June 6: OL Training (specific dates/times TBD)
- Monday, June 7: Virtual Orientation begins
- Monday, June 14: Virtual Orientation Week 2
- Monday, June 21: Virtual Orientation Week 3
- Sunday, June 27: Last day of Virtual Orientation
- Monday, June 28: Summer 2021 Semester begins
Ready To Join Our Team?

Application and Interview Information:

- Applicants should submit their online application by **Monday, May 3rd at 5pm PST**
- The online application can be found at [https://www.amda.edu/studentemployment](https://www.amda.edu/studentemployment)
- Candidates are required to submit their resumé and a cover letter with their application.

We look forward to reviewing your application to be an Orientation Leader!

Staff Contact:

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