



Volunteer Role Description

UCD Orientation Guide

Orientation Guide Role

The main thing Orientation Guides are asked to do is be your helpful self and share some of your knowledge of UCD with new students.

Orientation Guides are asked to be available to help first year students during Orientation Week (that is the week before college officially begins – Confirmed dates will be published by the University on the academic Calendar.)

This year Orientation Guides are expected to be available a minimum of three days during Orientation Week. It would be expected that each guide would be available for about five hours each of those three days. But each student is asked to give as much time as they can.

The Key roles fulfilled by guides are:

- Man Information stands and points
- Provide a visible presence on campus so new students know who to ask for help.
- Show new students around the campus
- Help them have a good time and find peers to make friends
- Assist in Orientation events and crowd management
- Explain how UCD works
- Show students where to get help if they need it

When is Orientation Week 2021?

Orientation Week dates will be published on the Universities Academic Calendar during summer 2021 and will take place in the week immediately prior to the teaching term

Who is eligible to be a Guide?

All registered students can apply.

However, if you have already been accepted to be a Peer Mentor do not apply through this process.

What do students receive?

Each Guide will receive:

- UCD Orientation Guide Hoodie
- UCD Orientation Guide T-Shirt
- Gift Voucher
- Breakfast (each morning with the other orientation guides)
- Lunch
- References as requested.

Senior Orientation Guides

If you have been an Orientation Guide, Peer Mentor, Student Leader in a club/soc or Student Ambassador previously and want to gain more responsibility then you might consider ticking the box to become a Senior Guide.

In this role you will be responsible for a team of guides, ensuring that your team is fulfilling its duty. Examples of this include assisting in event organisation such as the Orientation Week BBQ, the Table Quiz, Student Card Collection, President's Welcome.

Senior Guides will be expected to take on more responsibility and be available one or two days before Orientation Week. These guides will receive an extra token of appreciation from the University.

Sports Orientation Guide?

UCD Sports Orientation Guides will be based in the UCD Sports Centre for the week. Your role as a UCD Sports Orientation Guide is to welcome and greet each group when they tour the UCD Sports Centre as part of their Orientation campus tour. You can help make the new first years feel relaxed on their tour and encourage each member of the group to take part in the fun activities.

International Student Orientation Guide?

International student Orientation Guides will need to learn some general information relevant to international students. They will also be responsible for taking students on additional excursions, for example tours into the city centre.

This is a great opportunity for guides to introduce international students to UCD, Dublin and Ireland, and to meet students from around the world. So if you're interested please tick the box on the application form.

Terms and Conditions

You will be asked if you are willing to agree to these conditions:

- All Orientation Guides must ensure to be on time and behave appropriately.
- All Guides must sign in and out each day
- All Orientation Guides must wear their Orientation Guide t-shirt and name tag while on duty.
- Notify the Orientation Office, Student Adviser or UCD Services in case of any problems or emergencies 01-716-7999
- Lead student groups in a variety of activities e.g. campus tours, campus activities, library, sports centre and evening functions
- Accompany students to all activities/events
- Fully participate in all Orientation activities you signed up to do.
- Monitor the involvement of students in all aspects of the Orientation Week.
- Provide positive guidance & leadership to new students in a responsible and mature manner.
- Follow the directions of Student Advisers, UCD Staff and the Central Orientation Team.
- Assist all new students where necessary.
- Assist Student Advisers, Orientation Staff and other UCD staff as requested.
- Assist in the general running of Orientation Week.
- Comply with any relevant UCD Policies listed [here](#), (eg student code)
- Orientation Guides must not consume illegal substances, on campus, while being Guides – this will result in the Orientation Guide's immediate dismissal and disciplinary action.

Contact Us

If you have any questions please don't hesitate to contact us by emailing orientation@ucd.ie