

UTSA Orientation and Family Programs

2023-2024 Orientation Leader Job Description

POSITION OVERVIEW

Orientation and Family Programs (OFP) is part of New Student Programs and Events under the Strategic Enrollment Division. Orientation Leaders (OLs) are a dedicated group of UTSA student leaders that work for OFP. OLs uphold a strong tradition of excellence and professionalism in their work. They serve as a resource and guide to incoming students and families. They take great pride in UTSA spirit and traditions while participating in Orientation for all undergraduate students (domestic and international), as well as Family Orientation. Orientation Leaders report to the OFP Executive Staff, Graduate Interns, & Student Coordinators.

JOB RESPONSIBILITIES

- Assist in facilitating Freshman, Transfer, and Family Orientation programs
- Aid in the preparation and day of logistics for all orientation programs such as check-in, nametag prep, signage, preparing perks for all programs, etc.
- Learn and give in-person campus tours to new, incoming students
- Lead students and families through orientation activities to ensure a smooth transition to UTSA
- Create a welcoming environment for new students and facilitate connections among student groups
- Support marketing efforts as needed (videos, photos, etc)
- Complete Call and Text Campaigns for orientation and recruitment activities
- Participate in staff and professional development activities
- Other duties as assigned

REQUIREMENTS

- Maintain at least a 2.25 GPA in **both** UTSA cumulative and semester
- Enroll in EDL 4953: Special Studies in Educational Leadership (3 credit course) for the Spring 2024 semester and pass the course with a B- or better
- Be enrolled full time for Fall 2024 by May 2024
- Pass a grade and conduct check each semester
- Cannot be registered for summer classes within the University of Texas System
- Cannot be dually appointed with another office on-campus for the Summer 2024 season
- Attend all mandatory training events (see work/training section below)
- Availability to work all summer programs – **June 1 – August 15**
- Able to walk long distances, stand for long periods of time, and some light lifting

THE IDEAL CANDIDATE

- Demonstrates a high level of responsibility, self-motivation, the ability to work as part of a team and independently, and upholds confidentiality of sensitive information
- Strong commitment to diversity and inclusion
- Ability to conduct public speaking and assist with presentations such as campus tours, lead small group sessions, and/or serve on a panel
- Ability to provide excellent customer service to all students, family members, and guests
- Detail-oriented and organized
- Understanding and ability to work with the Microsoft Office suite
- Excellent verbal and written communication skills
- Ability to maintain a positive attitude when learning new skills and working with varied audiences

COMPENSATION AND BENEFITS

- \$11.50 per hour
- Lunch provided during orientation programming days if available
- Staff Uniform: Polos, Nametag, and other swag items
- Opportunity to meet and build relationships with UTSA administrators, faculty, and staff members
- Develop skills in leadership, public speaking, teamwork, and crisis management
- Greater understanding of UTSA spirit, pride and traditions
- Invaluable friendships and experiences
- Opportunity for future leadership positions

WORK/TRAINING SCHEDULE *(Subject to Change)*

- Paid work appointment runs from late May (May 22nd) through mid-August (August 15)*
 - ***Subject to change**
 - Week of July 4th (July 1-5) no hours offered this week due to no orientation programs
- Hours:
 - Up to 30 hours per week
 - This position is work study eligible
- Weekly set schedule but schedule may vary depending on the week
- Mandatory class/training:
 - Enroll in and attend EDL 4953: Special Studies in Educational Leadership for the Spring 2024 semester
 - Orientation Leader Meet and Greet: **Date TBD**
 - Orientation Leader Retreat: **Date TBD**
 - Intensive Training (Begins **PAID** appointment): **Dates and Times TBD**

CONTACT INFORMATION

For questions, contact Selena Olivares at selena.olivares@utsa.edu

To submit your application, email it to orientation@utsa.edu

Orientation Phone Number: (210) 458-4724

Orientation Email Address: orientation@utsa.edu

Orientation & Family Programs Website: <https://www.utsa.edu/ofponline/>