

UTSA Orientation and Family Programs

2024-2025 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), and 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
- Attend Spring 2025 training workshop sessions held on select dates
- Be enrolled full time for Fall 2025 by May 2025
- 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 2025 season
- Attend all mandatory training events (see work/training section below)
- Availability to work all summer programs – **June TBD – August TBD**
- 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 (TBD) through mid-August (TBD)*
 - ***Subject to Change**
- Hours:
 - Up to 30 hours per week
 - This position is work study eligible
 - Hours may not be offered the week of July 4th based on Orientation Program Schedule.
 - Weekly set schedule but schedule may vary depending on the week
- Mandatory training:
 - Attend Spring 2025 training workshop sessions held on select dates (TBD)
 - Orientation Leader Meet and Greet: **November 6th, 5pm-6pm**
 - Orientation Leader Retreat: **Date TBD**
 - Intensive Training (Begins **PAID** appointment): **Dates and Times TBD**

CONTACT INFORMATION

For questions, contact **Dillon Bishop** dillon.bishop@utsa.edu

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Orientation Email Address: orientation@utsa.edu

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