



UTSA

Orientation and Family Programs

2018-2019 Orientation Leader Job Description -updated 8/23/2018

Orientation Leaders are highly trained student staff members of the Orientation and Family Programs Office. Their primary job responsibilities are to facilitate undergraduate orientation programs, and other related special events. Orientation Leaders must meet all of the job requirements in order to be eligible for hire.

ORIENTATION

- Facilitate Freshman, Transfer, and Family Orientation programs (spring, summer and fall)
- Lead groups of students and/or family members in various discussions and activities throughout each Orientation program
- Conduct various information sessions: Campus Tour, College Life skit, Team Time, Roadrunner Walk, etc.
- Facilitate various orientation processes: check-in, course registration/ASAP, attendance, name tag lab, etc.
- Trouble shoot for administrators, faculty and staff during presentations
- Other Orientation duties as assigned

ORIENTATION LEADER TRAINING

- Participate in team building, and team challenge
- Register, attend/pass EDL 4953 and all other staff development activities: OL Retreat, Leadership Team Retreats, Intensive Training, etc.
- Other Orientation Training duties as assigned

FAMILY PROGRAMS

- Assist with the overall facilitation of Family Programs as assigned
- Other Family Program duties as assigned

GENERAL

- Attend all special programs- Admissions Events, etc.
- Assist with OFP marketing events
- Serve in the Convocation Program during Roadrunner Days
- Other OFP duties as assigned: this position requires walking long distances, standing, walking up and down stairs, and some light lifting

REQUIREMENTS: Maintain at least a 2.0 GPA in **BOTH the UTSA cumulative & semester**; be enrolled full time for Fall '18, Spring '19 and must be enrolled for Fall '19 classes by May 2019. All OLs MUST live in Orientation Housing that is provided during Orientation programming in order to manage/assist with all orientation programming (provided that on-campus housing is available for orientation). An OL may not take summer courses online or in-person (at this time). Must be eligible for hire by the university.

TRAINING SCHEDULE/EVENTS	THIS LIST IS SUBJECT TO CHANGES AND UPDATES
November-December 2018	OL Meet and Greet / Register for EDL 4953
January 4, 2019	OL Retreat
Spring 2019 semester	OL Training Class - EDL 4953/UTSA Day and various events
May 2019	OL Housing Move-In/OL Intensive Training/College Life Skit Boot Camp/OL Graduation
June –July 2019	Fall 2019 Orientation Programs
August 2019 (TBA)	International Orientation /Roadrunner Days

REPORTS TO: Executive Team members of Orientation and Family Programs

HOURLY WAGE: \$9 per hour

WORK SCHEDULE: This appointment is May - August: 30-40 hrs. /week (Day and Evening Programs subject to performance) and OLs may earn extra hours during orientation programming dates in December-January. Some late night and weekend work is required.