GENERAL JOB DESCRIPTIONS
ENCLOSED IN ORIENTATION LEADER/RETLNER/TEAM LEADER OFFER LETTER
SPRING 2014

ORIENTATION LEADERS, RETURNERS AND TEAM LEADER
GENERAL JOB DESCRIPTION - May 2014 to August 2014

ORIENTATION: STUDENT, FAMILY, ADMINISTRATIVE TEAMS
• Implement Freshman, Transfer, and Family Orientation programs (spring, summer and fall)
• Serve as a member of the Student Team, Family Team and Administrative Team throughout the summer months on a rotational basis
• Lead groups of students and/or family members in various discussions and activities throughout each Orientation program
• Conduct various information sessions: campus tours, University 101, socio-drama, team time, etc.
• Facilitate various orientation processes: check-in, course registration/ASAP, attendance, name tag lab, etc.
• Trouble shoot for deans, faculty and staff during presentations
• Other Orientation duties as assigned

GENERAL
• Participate in all OL training and development: EDL 4953, OL Retreat, Intensive Training, staff meetings and staff development
• Attend all Team Leader meetings/complete office hours as necessary/attend special programs-Family Weekend, Admissions Events, etc
• Assist with OFP marketing events
• Serve as committee chairpersons for the Orientation Leader Association
• Serve in the Convocation Program during Roadrunner Days
• This position works early mornings and late hours
• This position requires walking long distances, standing, walking up & down stairs, some lifting
• This position requires the staff member to wear a standard uniform tops and provide their own bottoms/shoes
• Other General Duties as assigned

CAMPS (Roadrunner and ROWDYS)
• Assist with the overall facilitation of Camps as assigned
• Attend Camps training as assigned
• Other Camp Duties as assigned

ORIENTATION LEADER TRAINING—TEAM LEADER ONLY
• Serve as the peer mentor and paraprofessional supervisor for OLs assigned to his/her team
• Assist his/her team with team building, team challenge, and learning their overall role and job responsibilities as OLs
• Responsible for the direct training of OLs in: Campus Tours, and University 101, etc.
• Other Orientation Leader Training Duties as assigned

SUMMER REQUIREMENTS: Must have met the GPA requirement for each position as applicable (OL, RET, TL) in the spring of 2014; must be enrolled for Fall ’14 classes by May 2014; must have met all position requirements-conduct, criminal background check, Human Resources Employment Packet and be in good standing with the UTSA. Must live on campus at Chaparral Village in orientation housing provided (May to August); must follow all the Housing Rules, Student Code of Conduct and the Orientation and Family Programs Student Staff Expectation, policies and procedures. May not take summer coursework. An OL/RET/TL cannot be dually appointed by the University i.e. work as an OL/RET/TL and also appointed with REC, UC, University Housing, etc.

REPORTS TO: The Director/Assistant Director(s)/Graduate Intern(s)/Coordinator(s) of Orientation and Family Programs jointly

HOURLY WAGE: starting at $7.25 per hour depending on position (OL, RET, TL)

HOUSING PROVIDED: Chaparral Village, shared apartment with same gendered roommates*

ORIENTATION MEALS: Some Provided

*Staff members that violate the Housing rules and become ineligible to live on campus will automatically forfeit their orientation position.

WORK SCHEDULE: May: a minimum of 20 hours a week for training/June - August: a minimum of 30hrs/week and up to a maximum of 60 hrs/week on select weeks (Day and Evening Programs, Office hours on non-orientation days as needed).

*Staff members will work more than 30 hours per week (June-August) and will be compensated for hours above 30 with Orientation Housing, Meals and Staff Materials “Swag”.

VACATION/SICK LEAVE: There is no vacation or sick leave pay.

*The Information outlined in this general job description is subject to change without notice.*