GENERAL JOB DESCRIPTIONS

2016 ORIENTATION LEADERS, RETURNERS AND TEAM LEADER

[May 2016 to August 2016]

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, UTSA 101, College Life Skit, 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 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 uniform top 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 UTSA 101, etc.
- Other Orientation Leader Training Duties as assigned

SUMMER REQUIREMENTS:

Must have met the cumulative and semester UTSA GPA requirement for each position as applicable (OL=2.0, RET=2.0, TL=2.25) in Fall 2015 and Spring 2016; Must be registered for and earn a minimum of 9 credit hours at UTSA per Fall and Spring terms; Must be enrolled for Fall 2016 classes by May 2016; 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 provided orientation housing (May to August); Must follow all the Housing Rules, Student Code of Conduct and the Orientation and Family Programs staff expectation, policies and procedures; Must be available for all training / work schedule activities; 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 Center, UC, University Housing, etc.

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

HOURLY WAGE: Starting at $9.00 per hour depending on position (OL, RET, TL)

HOUSING PROVIDED: TBA (location has not been finalized), shared housing unit with same gendered roommates*

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

ORIENTATION MEALS: Some Provided

WORK SCHEDULE: May: a minimum of 30 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 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.

As of 08/05/15