

2008 Lead Orientation Assistant (OA) Coordinator Position Description

Orientation involves constant change, reorganization, and evaluation. Lead OA Coordinators must be flexible and always ready and willing to make decisions, to take the initiative to accept new tasks or take on additional responsibilities.

The Lead OA Coordinators are members of the Orientation Leadership Team. While this position is not a highly visible one, it involves a great deal of interaction between the Orientation Assistant and professional staff and is critical to the success of the Orientation Program.

The Lead OA Coordinators must be self-motivated, highly organized and detail-oriented, have the ability to work autonomously and as a member of a Team; able to work under pressure in a fast-paced environment; take direction from their supervisors and give direction to the Orientation Assistant Team; and have a sincere desire to make a difference in the lives of new first-year and transfer students and their families.

Lead OA Coordinators will not be responsible for a group of first-year students and are supervised by the Professional Staff and SOCs. The number of Lead OA Coordinators that we plan to hire has not been determined, but will be based on the quality of our applicant pool. College affiliation will not be a factor in our hiring decisions; however, preference will be given to candidates who have previously served as Orientation Assistants.

Responsibilities:

- Assist the Professional staff and SOCs in the coordination and implementation of all aspects of the New Student Orientation Program, including the preparation of materials, implementation of programs, events, activities, and other assigned duties.
- Serve as the primary point of contact and manager of the Orientation Program office during the week of Orientation; responsible for opening and closing the office daily.
- Oversight of event logistics during programs including (but not limited to) New Student Convocation, Meet Your OA, College programs, Two Worlds Together, College Life 101, Digital Self-Defense and WOW events.
- Supervise the Siblings Room, including set-up and tear-down.
- Assist with first-year and transfer student Orientation registration including making nametags and organizing give-aways.
- Shuttle students and family members utilizing the mobility golf cart during the Family Program; shuttle students utilizing RIT vans to and from the Red Barn.
- Coordinate daily internal signage.
- Assist with the scheduling of OA Assignments utilizing the database created for scheduling.
- Manage Orientation equipment, including name tags, golf carts and radios.
- Attend OA Kickoff/ Retreat event in April.
- Attend RIT Leadership Institute Conference in April.
- Assist with the facilitation of the Orientation Assistant Group Process Days on March 15 and March 30, 2008.
- Attend and actively participate in Orientation Assistant training activities.
- Other duties as determined by the Professional Staff and SOCs.