

2008 Lead Orientation Assistant (OA) Supervisor Position Description

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

The Lead OA Supervisors are members of the Orientation Leadership Team. The Lead OA Supervisors must be self-motivated; highly organized and detail oriented; creative; able to take direction from their supervisors and give direction to the Orientation Assistant Team; supervise and hold their Orientation Assistant Team accountable; and have a sincere desire to make a difference in the lives of new first-year and transfer students and their families.

Lead OA Supervisors will not be responsible for a group of first-year students and are supervised by the Professional Staff and SOCs. 10 Lead OA Supervisors will be hired. There will be 2 Lead OA Supervisors in the following colleges: GCCIS, KGCOE, and CIAS. There will be 1 Lead OA Supervisor in the following colleges: COS, COLA, COB, and CAST. College affiliation will be a factor in hiring decisions and preference will be given to candidates who have previously served as Orientation Assistants.

Please note: the number of Lead OA Supervisors may increase should first-year enrollment increase beyond enrollment projected in November 2007.

Responsibilities:

- Lead OA Supervisors work with the Professional staff and SOCs to provide supervision, leadership to their OA Team, including holding peers accountable and responsible for duties and tasks, providing peers with positive and constructive feedback and addressing peers as deemed necessary.
- Serve as positive role models for OAs, assisting with and encouraging responsible decision making.
- Organize, coordinate and communicate with their OAs including facilitating daily “staff circles”.
- Facilitate dialogue/programs during Orientation, including (but not limited to), College Life 101 and SpiRITs.
- Assist w/ the facilitation of OA training, including team builders and other activities.
- Advise OAs regarding first-year student concerns, including managing Student Concern Logs and consulting with and communicating serious concerns to Professional Staff and SOCs
- Assist OA staff with contacting first-year students by phone and in person regarding attendance at Orientation events.
- Attend College Day events with OAs and first-year students; provide College Representatives and faculty/staff with assistance.
- Attend/coordinate all College Rest, Relax and Rejuvenate (“RRR”) activities.
- Oversight of WOW event logistics.
- Assist with the coordination of the “Meet Your OA” event.
- Meet with College Representatives during spring quarter to discuss plans for College Orientation events.

- Attend OA Kickoff/Retreat in April and first “staff circle” (prior to retreat) to begin planning OA training.
- Attend RIT Leadership Institute Conference in April.
- May be asked to take responsibility for a first-year student group at any time should an Orientation Assistant resign, be terminated, become ill or at the discretion of the Professional Staff or SOCs.
- 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.