

2008 Orientation Assistant (OA) Position Description

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

OAs are responsible for facilitating the transition of a group of approximately 25 first-year students representing multiple programs within the OAs College. OAs are supervised by the Lead OA Supervisors and the Professional Staff and will also take direction at times from the Lead OA Coordinators and SOCs.

OAs must be self-motivated; enthusiastic and spirited ambassadors of and for RIT, able to take direction from their supervisors; and have a sincere desire to make a difference in the lives of new first-year and transfer students and their families.

Please note: the number of OAs hired for each college has not been determined at this time, as it is directly related to first-year enrollment.

Responsibilities:

- Lead a small group of first-year students in your College and facilitate small group meetings that focus on teambuilding and acquainting new students with the RITs resources and programs.
- Actively participate in all Orientation training programs and events which you are assigned to work.
- Assist with all aspects of the Orientation program, including preparation of orientation activities; set-up and tear-down; registration.
- Meet with your first-year group daily and ensure that they are following their schedule and participating in all Orientation Program events. All events are mandatory and it is expected that you will attend each event with your group.
- Contact students by phone and/or in person if they are late or absent from Orientation events.
- Use internal documentation procedure to notify your Lead OA Supervisor if your first-year students are having issues, including (but not limited to) not attending events, have special needs, are homesick or having other adjustment issues, are disruptive.
- Serve as a peer advisor and resource person when new students have a concern or problem. Be knowledgeable of campus services and resources in order to provide referrals for new students and families.
- Assist students in understanding their academic responsibilities.
- Serve as a positive role model for new students by displaying the responsibility and maturity of an upper-class student.
- Other duties as determined by the Professional Staff and SOCs.
- For special group designate positions, see next page.