

2010 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, take initiative, and take on additional responsibilities.

The position of a Coordinator is much more “behind the scenes” than the Supervisor position. It does however involve a great deal of interaction with the Professional Staff and the SOCs. This position is critical to the success of the Orientation Program.

The Lead OA Coordinators must be self-motivated, highly organized and detail-oriented. Coordinators have the ability to work autonomously and as a member of a Team; and excel at working under pressure in a fast-paced environment. They 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 groups of OAs or first-year students and are supervised by the Professional Staff and SOCs. College affiliation will not be a factor in the hiring process; however, preference will be given to candidates who have previously served on the Orientation team.

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, SpiRITs, Digital Self-Defense and WOW events.
- Assist with first-year and transfer student Orientation registration including making nametags and organizing give-aways.
- 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, signage, and much more. Responsible for final cataloguing and organization of equipment at the end of the Orientation Program.
- Attend OA Kickoff/ Retreat event in May.
- Attend Connectology Leadership Institute Conference in April.
- Assist with the facilitation of the Orientation Assistant Group Process Days on April 10, 11, and 12, 2010.
- Attend and actively participate in Orientation Assistant training activities.
- Other duties as determined by the Professional Staff and SOCs.

2010 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 initiative, and take on additional responsibilities.

Lead OA Supervisors will not be responsible for a group of first-year students and are supervised by the Professional Staff and SOCs. College affiliation will not be a factor in hiring decisions; however, preference will be given to candidates who have previously served on the Orientation team. New applicants are also welcome to apply.

Lead OA Supervisors must be self-motivated, organized and detail oriented. Other attributes include being creative, and able to take direction from their supervisors and give direction to their 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.

Responsibilities:

- Lead OA Supervisors work with the Professional staff and SOCs to provide supervision and leadership to their OA Team. This will include holding peers accountable 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 and communicate with OAs including facilitating daily “staff circles.”
- Facilitate dialogue/programs during Orientation, including (but not limited to), College Life 101 and SpiRITs.
- Assist with 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 and communicating serious concerns to Professional Staff and SOCs.
- Assist OAs with first-year students 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 any Connect and Explore activities.
- Partially facilitate the “Meet Your OA” event.
- Attend OA Kickoff/Retreat in May and first “staff circle” (prior to retreat) to begin planning OA training.
- Attend Connectology Leadership Institute Conference in April.
- Must be willing to take responsibility of an OA group at any time during the week of Orientation if necessary.
- Assist with the facilitation of the Orientation Assistant Group Process Days on April 10, 11, and 12, 2010.
- Attend and actively participate in Orientation Assistant training activities.
- Other duties as determined by the Professional Staff and SOCs.