

2010 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 15-18 first-year students representing multiple programs from across the university. 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 total number of OAs to be hired 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 and facilitate small group meetings that focus on teambuilding and acquainting new students with RIT's resources and programs.
- Actively participate in all Orientation training programs and events to which you are assigned.
- 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.

2010 ASL (American Sign Language) Designate OA Position Description

To maximize interpreters there are a limited number of groups to which Deaf and Hard-of Hearing students enrolled in one of RIT's colleges (also known as cross-registered students) are assigned. These groups are a mix of Deaf and hearing students. The ASL Designate is responsible for this "mainstreamed" group of students. The ASL Designate must be proficient in ASL.

Please see OA Position Description for complete details.

2010 Commuter Designate OA Position Description

Given the varying needs of commuter students and residential students, first-year commuter students are assigned to common groups so the OAs assigned to lead those groups can more effectively facilitate a "common" and shared Orientation and RIT experience for their students and promote interactions among fellow commuters. The Commuter Designate must be an Orientation Assistant who has lived off campus and commuted to RIT for at least 2 quarters.

Please see OA Position Description for complete details.