PURPOSE OF THE PEER LEADERSHIP OPPORTUNITY
The purpose of this leadership experience is for student leaders to participate and fully engage in peer leadership training, student development theory and practice, university policies and procedures and ways to offer excellent customer service to the university community. This leadership opportunity is implemented through a series of workshops, trainings, facilitations and theory-to-practice opportunities to create a cohort of student leaders who serve as ambassador to plan, implement and execute the university-wide orientation program for thousands of freshman and transfer students, helping them successfully transition to campus and register for classes.

ESSENTIAL FUNCTIONS
Enroll and successfully complete the OA training course and attend weekly committee meetings to plan aspects of the summer program schedule during the spring semester. Assist in implementing orientation programs for new students. Lead campus tours. Facilitate group discussions with college cohorts. Provide academic pre-advising to new students. Serve as a campus resource and referral agent to new students, families and university staff. Perform various other duties as assigned.

MINIMUM REQUIREMENTS (for all applicants):

- Be in good academic and judicial standing with the university during application process and throughout tenure of position
- Must have a 2.30 cumulative GPA
- Must be eligible to work in the United States with no restrictions
- Must successfully complete the Orientation Advisor training class (EDP 369K)

POSITION REQUIREMENTS (for all applicants):

- Be able to exhibit conduct consistent with the Student Honor Code and Core Values Reference: deanofstudents.utexas.edu/conduct
- Experience providing quality customer service in a welcoming environment
- Ability to communicate effectively with students, families and university staff
- Ability to think critically, problem solve and adapt during a changing work environment
- Willingness to serve as a committed team member who is supportive of staff and orientation program
- Ability to consistently and professionally help the entire university community (faculty, staff, students, family members, etc.) in an environment that embraces inclusion and diversity

PREFERRED QUALIFICATIONS

- Demonstrated ability to communicate effectively with all staff members, in one-on-one situations and in group settings
- Interest in facilitating learning around campus safety (including personal safety, alcohol use/abuse and interpersonal violence), issues of diversity, social responsibility and equity
- Ability to manage time effectively between school work and extracurricular commitments
- Ability to collaborate with peer leaders, campus partners and university staff

TRAINING
EDP 369K Peer Helping: Concept and Process is a required course for all students serving as orientation advisors. The class is scheduled on Tuesdays and Thursdays from 3:30 – 5 p.m. during the spring semester.

Orientation advisors are expected to participate in training prior to the beginning of summer orientation as well as in committee meetings, retreats and other special events scheduled throughout the spring semester.
or summer.

**WORKING CONDITIONS**
This position is a live-in position during the summer. May work in all weather conditions. May work in extreme temperatures. Requires some lifting and moving of boxes, props publications and participant check-in materials. Requires work as early as 6am, after 5pm, late nights and weekends due to summer orientation scheduling.