**2nd YEAR ORIENTATION ADVISOR**

**Position Description**

**Role of the 2nd Year OA:**
2nd Year Orientation Advisors serve as role models for 1st Year OAs. They will complete all of the same duties as 1st Year Orientation Advisors and will bring a level of added expertise and professionalism to the program.

**Conditions of Employment | Applicants must:**
- Have previously served as an OA
- Be a full-time undergraduate student during the fall semester of 2021 and spring semester of 2022
- Have and maintain a 2.5 cumulative GPA with good academic and judicial standing with the University
- Consistently exhibit a professional and supportive attitude when working with faculty, staff, students and campus stakeholders during probationary and training periods (time of selection through duration of position)
- Not enroll in summer classes during 1st session of summer term (must be discussed with supervisor in advance if in final semester towards graduating, etc.)
- Not be employed with another on-campus position during OA employment period (May 23 – July 24, 2022)
- Be eligible to work in the U.S. and successfully complete a background check to become a university employee

**Essential Functions | 2nd Year Orientation Advisor Employees are expected to:**
- Serve as first point of contact for incoming freshman and transfer students during orientation sessions
- Provide excellent customer service to new students, their families, and the University community
- Serve as a peer academic advisor, assisting students with navigating the course registration process
- Assist with implementation of all orientation activities
- Facilitate meetings for large and small groups of new students
- Lead campus tours
- Serve as a role model for 1st Year Orientation Advisors
- Be willing to adjust work, academic coursework and living arrangements to meet the needs of orientation employment throughout (May 23 – July 24, 2022)

**Required Skills & Qualifications:**
Some traits that describe an effective Orientation Advisor are: *Welcoming, responsible, adaptable, approachable, positive, hard-working, collaborative team player, excellent time manager*

2nd Year OAs should have one year of experience as an Orientation Advisor and:
- The ability to communicate effectively with students, families, university community, colleagues, & supervisors
- The ability to receive critical performance feedback and work with peer leaders & supervisors to improve
- Experience providing excellent customer service
- Experience facilitating small groups with desire to advance and improve skills in this area
- Interest/understanding of issues related to college transition
- The desire to serve as an ambassador for The University of Texas at Austin
- The ability to be reliable, flexible, responsible, confident and willing to learn about the UT community

**Expectations:**
Orientation Advisors are expected to exemplify the University’s Code of Conduct:
*The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.*
2nd Year OAs will:
- Attend and fully participate in academic training, committee meetings, retreats and workshops
- Live on campus from May 23 – July 24, 2022
- Perform assigned duties with enthusiasm and display a willingness to help

Training:
2nd Year OAs are expected to participate in the following training:
- Returning staff will still participate in academic training and committee meetings on select ELP 351L class days during the spring semester of 2022, tentatively scheduled for T/TH 3:30 – 5 PM
- OA Retreat(s), Workshop (May 23 – June 3, 2022)

Compensation:
For their dedicated service to the university, and beginning on May 23, 2022, 2nd Year OAs will receive:
- An hourly rate, increasing with each year and level of responsibility
- On campus housing through July 24, 2022*
- Bevo Pay and/or Dine-In Dollars stipend during on-campus housing *

*Pending adjustments due to COVID-19