ORIENTATION COORDINATOR DESCRIPTION

PURPOSE OF THE PEER LEADERSHIP OPPORTUNITY
Returning for a third year, with additional paraprofessional training opportunities, 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
Perform all duties that encompass the new and returning orientation advisor roles as well as:
- Work as student associate in New Student Services during part of the fall and entire spring semester.
- Assist with the instructor and TA for EDP 369K class with preparation, evaluating assignments and logistics.
- Serve as a primary contact and liaison between full time staff, returning orientation advisor staff and new orientation advisor staff.
- Maintain the weekly Summer Orientation duty schedule for all orientation advisors
- Coordinate all aspects of the Peer Advising Center.
- Attend monthly returner meetings during the spring semester.
- Serve as a committee co-chair providing vision, direction and leadership, which include weekly meetings with committee and supervisor during the spring.
- Serve on an auxiliary committee.
- Serve as a peer mentor for the new orientation advisors.
- Other duties as assigned.

REQUIRED QUALIFICATIONS
- Must have been hired and successfully accomplished the New Orientation Advisor position
- 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
- Experience providing quality customer service in a welcoming environment
- Ability to communicate effectively with students, families and university staff
- Successful completion of the orientation advisor training class (EDP 369K)

PREFERRED QUALIFICATIONS
- Provide responsible peer leadership to a cohort of student leaders
- Serve as a liaison between full time staff and student staff as well as campus partners and university staff
- Ability to communicate effectively with staff supervisors, in one-on-one situations and in large group settings
- Proficiency in understanding and facilitating discussions about campus safety (including personal safety, alcohol use/abuse and interpersonal violence)
- Proficiency in understanding and facilitating discussions about diversity, social responsibility and equity
- Ability to manage additional responsibilities and time effectively between school work and extracurricular commitments
**TRAINING**

Orientation advisors are expected to participate in training prior to the beginning of summer orientation which take place in a number of settings, including but not limited to in a formal classroom setting, program committees, specific training meetings, retreats and other special events scheduled throughout the spring semester or summer.