LEADERSHIP TEAM MEMBER  
Position Description

Role of the Leadership Team:
The Leadership Team provides significant guidance to Orientation Advisors, with the unique opportunity to impact peers and incoming students simultaneously. The Leadership Team will serve along with NSS staff to carry out the mission of New Student Services.

Conditions of Employment | Applicants must:
- Have previously served as an OA
- Be a full-time undergraduate student during the fall semester of 2020
- Maintain a 2.5 cumulative GPA
- Have and maintain good academic and judicial standing with the University
- Participate in ELP 395K leadership course (Spring 2021)
- Attend bi-weekly meeting during the spring semester
- 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 24 – July 23, 2021)
- Be eligible to work in the U.S. and successfully complete a background check if required to become a University employee

Essential Functions | The Leadership Team is expected to:
- Model appropriate and exemplary behavior for OAs including being respectful, punctual, and taking initiative to help before being asked
- Lead a committee, including regular committee meetings, guidance in implementing programs, and feedback to individual committee members
- Work as a team and communicate regularly with committee supervisor(s) and NSS staff - Assist with development of the “OA Family” including support/participation with ELP 395K, impromptu bonding dinners/get-togethers, using inclusive language, and leading icebreakers and team builders during training sessions
- Provide leadership during orientation sessions, potentially serving as point of contact for OAs during duty, and other duties as assigned
- Be willing to adjust work, academic coursework, and living arrangements to meet the needs of orientation employment (May 24 – July 23, 2021)

Required Skills & Qualifications:
Some traits that describe an effective Leadership Team member are:

*Leader, passion for orientation, organized, strategic, inclusive, adaptable, responsible, collaborative team player*

Leadership Team members should have one year of experience as an Orientation Advisor and:
- Ability to communicate effectively with students, families, university community, colleagues, & supervisors
- Ability to give and receive critical performance feedback and work with peers and supervisors to improve
- Experience facilitating small groups with desire to advance and improve skills in this area - Interest/understanding of issues related to college transition
- Desire to serve as an ambassador for The University of Texas at Austin
- Ability to be reliable, flexible, responsible, confident and willing to learn about the UT community
Expectations:
All student staff 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.*

Leadership Team members will:
- Attend and fully participate in Leadership Team retreat (TBD, January 2021)
- Attend weekly Leadership Team meetings
- Attend and fully participate in training retreats and workshops, including leading teambuilding
- Live on campus from May 24 – July 23, 2021*
- Perform assigned duties with enthusiasm and display a willingness to help
- Communicate effectively with NSS Staff about committee needs and concerns

Training:
Leadership Team members are expected to participate in the following training:
- ELP 395K (selected class discussions, academic training, etc.), tentatively scheduled for Spring 2021, T/Th, 3:30-5pm
- OA Leadership Team Retreat, OA Retreat(s), Workshop (May 24-June 4, 2021)

Compensation:
For their dedicated service to the university, and beginning on May 24, OAs will receive:
- Wages of $9.10 an hour
- On-campus housing May 24-July 23, 2021*
- Bevo Bucks and Din-In Dollars stipend*

*pending adjustments due to COVID-19