LEADERSHIP TEAM MEMBER
Position Description

Role of the OA:
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 New Student Services (NSS) staff to carry out the mission of NSS.

Conditions of Employment | Applicants must:
- Have served as an OA
- Be a full-time undergraduate student during the fall semester of 2017
- Maintain a 2.5 cumulative GPA
- Have and maintain good academic and judicial standing with the University
- Participate in EDP 369K leadership course (Spring 2018)
- Attend bi-weekly meetings 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
- 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 21 – July 17, 2018)
- 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 EDP369K, 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 21 – July 20, 2018)

Required Skills & Qualifications:
Some traits that describe an effective Leadership Team member are:
*Leader, passion for Orientation, organized, strategic, 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 2018)
- Participate in EDP 369K leadership course
- Attend and fully participate in training retreats and workshops, including leading teambuilding
- Live on campus from May 20 - July 17, 2018
- 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:
- EDP 369K (selected class discussions, academic training, etc.), tentatively scheduled for Spring 2018, T/Th, 3:30-5pm
- OA Leadership Team Retreat, OA Retreat(s), Workshop (May 21 - June 3, 2018)

**Compensation:**
For their dedicated service to the university, and beginning on May 21, OAs will receive:
- Hourly rate, starting at $8.30 for 1st year orientation advisors and increasing with each year and level of responsibility
- On campus housing through July 17, 2018
- Bevo Bucks and Dine-In Dollars stipend