ORIENTATION ADVISOR (OA)

Position Description

Role of the OA:
Serving as an Orientation Advisor (OA) provides the opportunity to have a significant impact on incoming students. Through their commitment to serving the University, OAs will receive in-depth personal and group leadership development, training on University history, job-specific skills, and enhanced peer relationship-building techniques. Additionally, OAs receive several weeks of peer academic advising training from academic counselors within respective colleges. OAs have a unique position with the ability to engage fellow Longhorns in one of the most important times of their college career, as they transition to campus and register for classes. This position may be held up to two times. OAs are selected in the fall semester and enter into a probationary period during the spring semester. Upon satisfactory completion of the probationary period, OAs will be hired for employment beginning May 24, 2021.

Conditions of Employment | Applicants must:
- 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
- Successfully enroll in and complete ELP 395K leadership course (Spring 2021)
- 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 | 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
- 2nd Year Orientation Advisors will serve as role models for 1st Year Orientation Advisors
- Be willing to adjust work, academic coursework and living arrangements to meet the needs of orientation employment throughout May 24 – July 23, 2021)

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

OA should have:
- Ability to communicate effectively with students, families, university community, colleagues, & supervisors
- Experience providing excellent customer service
- Interest/understanding of issues related to college transition
- Ability to receive critical performance feedback and work with peer leaders & supervisors to improve
- 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:**
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.*

OAs will:
- Successfully complete OA training class (ELP 395K)
- Attend and fully participate in training retreats and workshops
- Live on campus from May 24-July 23, 2021*
- Perform assigned duties with enthusiasm and display a willingness to help

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

<table>
<thead>
<tr>
<th>Position</th>
<th>ELP 395K Class Requirements</th>
<th>Academic Advising Training</th>
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</thead>
<tbody>
<tr>
<td>1st Year OA</td>
<td>Register and successfully complete Spring 2021 semester course</td>
<td>Attend all in class academic training sessions &amp; training during May Workshop</td>
</tr>
<tr>
<td>2nd Year OA</td>
<td>Attend and participate in selected class days</td>
<td>Attend all in class academic training sessions &amp; training during May Workshop</td>
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</tbody>
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**Compensation:**
For their dedicated service to the university, and beginning on May 24, OAs will receive:
- Hourly rate, starting at $8.30 for new orientation advisors and increasing with each year and level of responsibility
- On campus housing through July 23, 2021*
- Bevo Bucks and Dine-In Dollars stipend*

*pending adjustments due to COVID-19