Orientation Assistant (OA) Job Description

New Student & Family Programs is looking to hire Orientation Assistants (OAs). Orientation assistants (OAs) are a team of highly motivated current Texas A&M students whose primary responsibility is to assist and support the Orientation Team, as they welcome new students and their families to Texas A&M University. The OAs will play a vital role in the implementation of New Student Conferences by providing critical administrative and programmatic support. The New Student Conference (NSC) is a two-day orientation program required for all new undergraduate students designed to help connect students to campus resources, academic support, current students, and to each other.

The OAs will assume their role in late April and will work up to 20-29 hours per week during the summer (May – August), based on the NSC schedule. Hours vary between traditional business hours (Mondays – Fridays. 8:00 am – 5:00 pm) and evenings. Orientation Assistants will receive an hourly wage of $7.50 per hour during training and New Student Conferences, as well as attire to wear during these programs.

Roles & Responsibilities

New Student Conferences:

- Assist in the preparation of New Student Conference activities and materials
- Assist the Orientation Leaders in welcoming new students & families to campus during the New Student Conference by staffing NSC check in, family sessions, and lunches as needed
- Serve as an alternate for Orientation Leaders to led small groups as needed
- Help students and families acclimate to the physical campus by providing directions and leading them to sessions around campus
- Proactively provide customer service to guests throughout the New Student Conference Program
- Share knowledge about the University’s history, campus resources, and expectations. When appropriate, refer guest to additional resources and campus departments

Other Duties:

- Represent Texas A&M University, The Offices of the Dean of Student Life, Office of New Student & Family Programs, and the Aggie Orientation Leader Program as it relates to the Core Values, Honor Code, behavioral contract, and organizational constitution
- Be professional, flexible, dependable, responsible, energetic, and punctual
- Occasional lifting and carrying of objects under 50 lbs.
- Other duties as assigned

Required Qualifications and Expectations

- Available for all required trainings, summer NSC dates, Summer Leadership Summit, and Howdy Week
- Must be a current TAMU degree-seeking student and remain a student through August 2022
- Must abide by state and university policies, TAMU Human Resources policies, the Aggie Orientation Leader Program Constitution and Operating Procedures
- Must be in good academic standing by maintaining above a 2.0 GPA each semester and 2.0 overall
- Must be in good standing and have no pending cases with the Student Conduct Office, the Academic Honor System Office, and any other conduct related office on campus at the time of application through the end of the employment
- Students must be available to hold the position from April 2022 – August 2022 (including working during Summer 2022)
Desired Qualifications

- Ability to communicate effectively, both verbal and written
- Demonstrate a desire to learn about TAMU, its resources and services, its people, and its programs and to share the information with others
- Desire to learn how to facilitate a small group discussion
- Ability to function as an effective team member
- Commitment to promoting cultural diversity and an inclusive environment
- Ability to work under pressure
- Possesses two or more of the following qualities: maturity, responsibility, initiative, leadership, motivation, flexibility, enthusiasm, integrity, a strong and positive work ethic, and a commitment to personal and team development
- Overall commitment to Texas A&M University
- Prior campus involvement in clubs, organizations, or other campus roles

Learning Outcomes:

Through involvement as an Aggie Orientation Leader, students will:

1. Gain a better understanding of Texas A&M University
2. Utilize personal leadership strengths and facilitation tools to encourage dialogue
3. Recognize how different social identities and experiences affect new student transition
4. Understand the transitions and changes that new students may experience
5. Develop skills related to being a successful member of a team
<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
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<tbody>
<tr>
<td>Orientation Assistant Training</td>
<td>Sunday, April 24</td>
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<tr>
<td>Orientation Team Training</td>
<td>Thursday, April 28</td>
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<td>Intensive Training Days</td>
<td>Monday, May 16 – Wednesday, May 18</td>
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<tr>
<td>Freshman NSC Dates</td>
<td>May 24-25, May 25-26</td>
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<td>June 1-2; June 2-3; June 7-8; June 14-15; June 15-16; June 16-17; June 21-22; June 22-23; June 23-24; June 28-29; June 29-30</td>
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<td>July 6-7; July 7-8</td>
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<td>August 17-18; August 18-19</td>
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<td>Transfer NSC Dates</td>
<td>May 19; May 27</td>
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<td>June 30 – July 1</td>
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<td>August 16</td>
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<td>Summer Leadership Summit</td>
<td>Wednesday, July 13 – Friday, July 15</td>
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<td>Howdy Week</td>
<td>August 2022</td>
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<tr>
<td>Orientation Team Banquet</td>
<td>TBD – Late August or September 2022</td>
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