



## Aggie Orientation Leaders

### Orientation Assistant (OA) Position Description

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

The OAs will assume their responsibilities in May and will work between 10-20 hours\* per week, based on the NSC schedule outlined on the last page. Orientation Assistants will receive a wage of **\$9.00 per hour** throughout their employment, as well as attire to wear during these programs.

### Learning Outcomes

Through involvement as an Orientation Assistant, student employees will:

- Gain skills in this position that will aid them in their future career goals
- Effectively share their Texas A&M University experience with students and families
- Effectively communicate interpersonally and in written form, as appropriate to their position.
- Implement inclusive practices when working with diverse individuals. Inclusive practices are actions that welcome and support people from all groups, including the multiplicity of their identities and characteristics (Strayhorn, 2019).
- Make effective decisions which result in quality customer service

### Roles & Responsibilities

#### *New Student Conferences*

- Assist with the preparation of NSC activities and materials prior to each session
- Provide directions to new students, families, and guests during and throughout NSC sessions
- Serve as an alternate Orientation Leader to facilitate small group discussions, as necessary
- Welcome new students and families to campus during NSCs by staffing morning check-in sessions and student & family lunches
- Help new students and families acclimate to the physical campus by providing proactive customer service to guests throughout New Student Conferences
- Share knowledge about the University's history, campus resources, and expectations. When appropriate, refer guests to additional resources and campus departments
- Serve as a role model and a source of information regarding academics, policies and procedures, campus resources, activities, building locations, and other aspects of student life at Texas A&M

#### *Other Duties*

- Assist with Howdy Week events including, but not limited to Ice Cream Carnival, Class of 2027 Photo, and First Day of Class Photos

\*OA work hours may vary, based on the NSC schedule

- Represent Texas A&M, the Division of Student Affairs, Student Life, New Student & Family Programs, and the Aggie Orientation Leaders, as it relates to the Core Values, the Aggie Code of Honor, and the Aggie Orientation Leader operating procedures
- Occasional lift and carry objects under 50 lbs.
- Other duties as assigned

### **Required Qualifications and Expectations**

In order to be eligible for the Aggie Orientation Leader position, applicants must meet the following:

- Current, full-time, Texas A&M degree-seeking undergraduate student and remain a student through the Fall 2023 semester
- Minimum semester and overall GPA of 2.50 through the duration of employment
- 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 duration of employment
- Must abide by state and university policies, Texas A&M Human Resources policies
- Available for **all** required trainings, summer NSC dates, Summer Leadership Summit, and Howdy Week
- Available to work 10-20 hours per work as assigned through Summer 2023\*  
*\*Orientation Assistants can enroll in summer classes but must share availability for working during the interview process. We strongly encourage online or asynchronous courses to maximize availability.*

### **Desired Qualifications**

- Broad knowledge of the university and love for Texas A&M
- Strong oral and written communication skills
- Ability to function as an effective team member
- Ability to work under pressure
- Must display flexibility regarding roles and work duties
- Must exhibit dependability, responsibility, punctuality, and energy in a professional work environment
- Desire to learn and share information about Texas A&M, campus resources, services, and programs with new students and families
- Desire to learn how to facilitate small group discussion for new students
- Commitment to promoting cultural diversity and an inclusive environment
- Prior campus involvement in clubs, organizations, or other campus roles is preferred, but not required

## IMPORTANT DATES

The following dates are mandatory events in which all potential applicants for the Orientation Assistant position should be able to commit. These dates include, but are not limited to, the following and may be subject to change:

### SUMMER 2023

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<b>May 3</b> (half-day)	OA Training/Social
<b>May 15-22</b>	Summer Intensive Training Days
<b>May 23-July 26</b>	Summer New Student Conferences <i>Refer to the last page for New Student Conference session dates.</i>
<b>July 21-22</b>	Orientation Leader Summer Leadership Summit
<b>July 27-August 15</b>	Summer Break <i>Orientation Assistants should tentatively plan to schedule any vacation trips, camps, or extracurricular activities during this time period.</i>
<b>August 16-18</b>	August New Student Conferences
<b>August 17-22</b>	Fall Howdy Week
<b>August 27</b>	MSC Open House
<b>TBD</b>	Banquet Celebration

## NEW STUDENT CONFERENCES

The following dates are the 2023 New Student Conference dates in which all potential applicants for the Orientation Assistant position should be able to commit. These dates include, but are not limited to and may be subject to change:

### SUMMER 2023

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<b>May 23-24</b>	Transfer New Student Conference Session 1
<b>May 24-25</b>	Transfer New Student Conference Session 2
<b>May 25-26</b>	Freshman New Student Conference Session 1
<b>May 31-June 1</b>	Freshman New Student Conference Session 2
<b>June 1-2</b>	Freshman New Student Conference Session 3
<b>June 6-7</b>	Freshman New Student Conference Session 4
<b>June 13-14</b>	Freshman New Student Conference Session 5
<b>June 14-15</b>	Freshman New Student Conference Session 6
<b>June 15-16</b>	Freshman New Student Conference Session 7
<b>June 21-22</b>	Freshman New Student Conference Session 8
<b>June 22-23</b>	Freshman New Student Conference Session 9
<b>June 27-28</b>	Freshman New Student Conference Session 10
<b>June 28-29</b>	Freshman New Student Conference Session 11
<b>June 29-30</b>	Transfer New Student Conference Session 3
<b>July 6-7</b>	Freshman New Student Conference Session 12
<b>July 11-12</b>	Transfer New Student Conference Session 4
<b>July 12-13</b>	Freshman New Student Conference Session 13
<b>July 13-14</b>	Freshman New Student Conference Session 14
<b>July 18-19</b>	Freshman New Student Conference Session 15
<b>July 19-20</b>	Freshman New Student Conference Session 16
<b>July 20-21</b>	Freshman New Student Conference Session 17
<b>July 25-26</b>	Freshman New Student Conference Session 18
<b>August 16-17</b>	Transfer New Student Conference Session 5
<b>August 17-18</b>	Freshman New Student Conference Session 19