# Orientation Assistant Job Description

## Volunteer Position

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<tr>
<th><strong>Position Title:</strong></th>
<th>Orientation Assistant</th>
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<tbody>
<tr>
<td><strong>Department:</strong></td>
<td>Student Activities</td>
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<tr>
<td><strong>Supervisor Name:</strong></td>
<td>Bryan Dennis</td>
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<td><strong>Location:</strong></td>
<td>Office of Student Activities</td>
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<td><strong>Academic Year:</strong></td>
<td>2020-2021</td>
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<td><strong>Pay Rate:</strong></td>
<td>Volunteer Position</td>
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## Brief summary of position:

The Fall Orientation Assistants are responsible for assisting in the implementation of various aspects of Fall Orientation at the University of Portland. Event planning, group facilitation, public speaking and customer service are some of the areas in which each OA will gain experience.

**IMPORTANT:** Due to mandatory Orientation Assistant training the week before fall classes start in August, Orientation Assistants CANNOT serve as Workshop Leaders, Resident Assistants, Beacon Staffers, Hall Council Executive Members, Hall Receptionists, Social Justice Coordinator, Residential Computing Consultant, Fall athlete or have other commitments that conflict with the training and responsibilities for Orientation Assistants.

As a note: This position previously served in conjunction with First-Year Workshop and the Workshop Leaders. The Orientation Assistant position no longer plays a role connected to workshop.

## Duties and responsibilities associated with the position:

- Be a role model for new students, and interact with them in various ways
- Keep a positive attitude and be excited about welcoming new students as they transition into their life as a part of the UP community.
- Work to accomplish the goals of new student orientation, prior to, during, and after the actual weekend of the program.
- Work to initiate relationships with students. Take the initiative to go out and meet as many first-year students as possible. Mingle in the public areas; visit their rooms. Your goal is to become acquainted with new students.
- In conjunction with the Orientation Coordinators and the other Orientation Assistants, staff Orientation Headquarters, where students pick up Orientation information (i.e. cinch sacks, flash drive, booklet, etc.), ask questions, etc. Provide strong customer service.
• Work under the direction of the Orientation Coordinators and the Program Coordinator to ensure the smooth execution of Fall Orientation
  1. Complete various tasks as needed, such as preparing literature for new students or making and placing signs
  2. Serve as a guide and resource for new students and their families at Orientation Headquarters. Provide directions to students during times of transition
  3. Direct crowds during large gatherings such as orientation programming, lunch, new student Mass, off-campus excursions, etc.
• Escort new students to various locations on campus
• Post to personal social media (Facebook, Twitter, Pinterest, Tumblr, etc.) on behalf of the University and therefore all personal, viewable social media content should be appropriate for all audiences (It is important that any language online, written or verbal, does not degrade a specific individual or group)

General qualifications and requirements:
• Maintain a minimum 2.5 grade point average.
• Personal characteristics which include genuineness, approachability, a sense of humor, enthusiasm, tolerance, leadership, sensitivity, honesty and willingness to work unusual hours. Overall maturity and sound decision-making are vital criteria.
• Demonstrated ability to communicate effectively with individuals and in small groups; ability to listen, to lead, to act under pressure, to work collaboratively, and to exercise good judgment in personal conduct and decision-making.
• Interest and willingness to interact extensively with other students. Must also be willing to serve as a positive role model for students in all matters pertaining to University life, during orientation and throughout the school year.
• Must refrain from using alcohol and/or drugs during the terms of appointment

Time commitment and required availability:
• Must attend the one spring training session if you are a first-time OA, typically held in mid to late April (unless you have extenuating circumstances or a previously scheduled class). Actual dates are to TBD.
• Must return to campus approximate by Sunday, August 16, 2020. Must actively participate in all OA training sessions from Monday, August 17, 2020 thru Wednesday, August 19, 2020
• Must attend every planned Orientation event/activity from Thursday, August 20, 2020 thru Sunday, August 23, 2020 unless excused in advance by the Program Coordinator in charge of Orientation Assistants.

Benefits:
• Becoming an OA gives you a wide number of opportunities to get to meet and know more people—expand your social circle!
• Working with orientation is a solid leadership experience; it looks great on a resume!
• By helping to organize the activities, you get to participate in all of the fun events for free!
• If you live in the residence hall, you get to move in a few days early!
• Free Food! All of your meals during training are provided, as well as several meals during orientation.
Good standing statement:
The position you are applying for requires students to be in good standing with the University of Portland. By agreeing to apply to this position you are consenting to allow the Office of Student Activities to request your involvement in the University of Portland Conduct Process. You may submit an additional explanation that will accompany your application.

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Orientation Mission Statement

University of Portland Orientation
Learning to Live: A Transition to Our Community

A Holy Cross education at the University of Portland fosters a lifetime of Teaching and Learning, Faith and Formation, and Service and Leadership. Orientation facilitates the beginning of this education by preparing students for active engagement in the University's mission and by building strong relationships within our community of faculty, staff, students and their families.

Through the lens of Blessed Basil Moreau, C.S.C.’s vision of educating the head, hands and heart, the goals of orientation are:

1) Teaching and Learning (head): To provide students with the tools to actively engage in their academic experience.

2) Faith and Formation (heart): To welcome students and their families to our community and facilitate the formation of new relationships through our Holy Cross tradition of hospitality.

3) Service and Leadership (hands): To acquaint students with the knowledge and resources necessary to successfully begin their life on the Bluff and to discern their potential for service and leadership.

OSA Ethics and Personal Conduct

Confidentiality. Conversations, situations, or interactions which involve new student’s problems or behavior must be held in confidence. It is extremely inappropriate for an orientation assistant to gossip, as it is guaranteed to result in feelings of betrayal and distrust. Any conversations regarding a student should be held in a closed room or office, never in a public area.

However, not all information can or should be kept in absolute confidence, especially from the Student Activities staff and orientation coordinators. The following guidelines may be helpful when deciding to share information:

A. When information leads you to believe that a student or staff member is in need of specialized help and assistance.

B. When a personal problem of the student creates a potential danger either to the student or those living or associating with the student.
C. When a student's behavior is disrupting the orientation program.

D. For serious problems of student conduct.

**Impartiality.** It is vitally important that you interact with and treat all people impartially and consistently. Students are sensitive to all forms of favoritism or special treatment. Try to avoid being classified only as a member of specific clique or interest group, rather than an orientation leader for the entire program. If you are genuine and consistent in your approach, even close personal friends will understand that you need to interact and enforce policies in a consistent, fair way with everyone.

**Initiative.** An orientation assistant needs to take the first step in initiating conversations and relationships with students. Sometimes it might take two or three initial offers before a student will respond. Especially after a confrontation or negative interaction, an OA needs to be the person who re-establishes the relationship with positive communication.

**Integrity.** As an orientation assistant, you must agree to adhere to and enforce the University's rules and regulations. Under no circumstance is an OA to violate these regulations or to disregard instructions to students.

**Alcohol and other drugs.** During orientation week, all OAs will not consume alcohol. Staff members are not to serve alcohol to underage students. Use of illegal drugs or substances is strictly prohibited.

*If you have any questions please contact the Office of Student Activities at: (503) 943-7470 or stuact@up.edu*

*The University of Portland provides equal opportunity for all applicants regardless of race, color, religion, sex, sexual orientation, age, national or ethnic origin.*