



TEXAS

The University of Texas at Austin

Division of Student Affairs

New Student Services

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 traditions and history, job-specific skills, and enhanced peer relationship-building techniques. Additionally, OAs receive 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. OAs are selected in the fall semester and enter into a probationary period during the spring semester. As a part of the probationary period, OAs will have to enroll in and successfully complete the OA training class. Upon satisfactory completion of the OA training class and probationary period, OAs will be hired for employment beginning May 15, 2023.

Conditions of Employment | Applicants must:

- Be a full-time undergraduate student during the fall semester of 2022 and spring semester of 2023
- Maintain a 2.5 cumulative GPA
- Have and maintain good academic and judicial standing with the University
- Successfully enroll in and complete ELP 351L leadership course (Spring 2023); T/TH 3:30 – 5 PM
- Consistently exhibit a professional and supportive attitude when working with campus stakeholders, faculty, staff and students during the probationary period, training, and scheduled work hours
- Not enroll in synchronous summer classes during the whole or first 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 15 – July 21, 2023)
- Be eligible to work in the U.S. and successfully complete a background check 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
- Be willing to adjust work, academic coursework and living arrangements to meet the needs of orientation employment throughout (May 15 – July 21, 2023)

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*

OAs should have:

- The ability to communicate effectively with students, families, university community, colleagues, & supervisors
- The ability to receive critical performance feedback and work with peer leaders & supervisors to improve
- Experience providing excellent customer service
- Interest/understanding of issues related to college transition
- The desire to serve as an ambassador for The University of Texas at Austin
- The ability to be reliable, flexible, responsible, confident and willing to learn about the UT community

Expectations:



The University of Texas at Austin

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Orientation Advisors are
University's Code of Conduct:

The core values of The University

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.

expected to exemplify the

of Texas at Austin are learning,

OAs will:

- Successfully complete OA training class (ELP 351L)
- Attend and fully participate in training retreats and workshops
- Live on campus from May 15 – July 21, 2023
- Perform assigned duties with enthusiasm and display a willingness to help

Training:

OAs are expected to participate in the following training:

- ELP 351L, tentatively scheduled for Spring 2023, T/Th, 3:30-5 PM (Returning staff will participate in committee meetings and academic training)
- OA Retreat (One day during the Spring semester)
- Workshop (May 15-26, 2023)

Compensation:

For their dedicated service to the university, and beginning on May 15, 2023, OAs will receive:

- An hourly rate, increasing with each year and level of responsibility
- On campus housing May 15 - July 22, 2023 (a \$1,500 value)
- A meal card for use during scheduled work and training hours (a \$700 value)