



TEXAS

The University of Texas at Austin

Division of Student Affairs

New Student Services

2nd YEAR ORIENTATION ADVISOR Position Description

Role of the 2nd Year OA:

2nd Year Orientation Advisors serve as role models for 1st Year OAs. They will complete all of the same duties as 1st Year Orientation Advisors and will bring a level of added expertise and professionalism to the program.

Conditions of Employment | Applicants must:

- Have previously served as an OA
- Be a full-time undergraduate student during the fall semester of 2022 and spring semester of 2023
- Have and maintain a 2.5 cumulative GPA with good academic and judicial standing with the University
- Consistently exhibit a professional and supportive attitude when working with campus stakeholders, faculty, staff and students during 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 | 2nd Year 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
- Serve as a role model for 1st Year Orientation Advisors
- 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*

2nd Year OAs should have one year of experience as an Orientation Advisor and:

- 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
- Experience facilitating small groups with desire to advance and improve skills in this area
- 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:

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.



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2nd Year OAs will:

- Attend and fully participate in academic training, committee meetings, retreats and workshops
- Live on campus from May 15 – July 21, 2023
- Perform assigned duties with enthusiasm and display a willingness to help

Training:

2nd Year OAs are expected to participate in the following training:

- Returning staff will still participate in academic training and committee meetings on select ELP 351L class days during the spring semester of 2023, tentatively scheduled for T/TH 3:30 – 5 PM
- 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, 2nd Year 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)