

LEADERSHIP TEAM MEMBER

Position Description

Role of the Leadership Team:

The Leadership Team provides significant guidance to Orientation Advisors, with the unique opportunity to impact peers and incoming students simultaneously. The Leadership Team will serve along with NSS staff to carry out the mission of New Student Services.

New Student Services Mission

To lead students through their transition to the university community. We provide programs and resources that empower students to achieve academic and co-curricular success.

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 | The Leadership Team is expected to:

- Model appropriate and exemplary behavior for OAs including respect, punctuality, and initiative to help before being asked
- Lead a committee, including regular committee meetings, guidance in implementing programs, and feedback to individual committee members
- Work as a team and communicate regularly with committee supervisor(s) and NSS staff – Assist with development of the “OA Family” including support/participation with ELP 351L, using inclusive language, and leading icebreakers and team builders during training sessions
- Provide leadership during orientation sessions, potentially serving as a point of contact for OAs during shifts, and other duties as assigned
- 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*

Leadership Team members 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 give and receive critical performance feedback and work with peers and 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



TEXAS

The University of Texas at Austin

Division of Student Affairs

New Student Services

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.

Leadership Team members will:

- Attend and fully participate in Leadership Team retreat (January 2022, Details TBD)
- Attend weekly Leadership Team Meetings
- Attend academic training sessions
- Host committee meetings and communicate effectively with NSS Staff about committee needs and concerns
- Attend and fully participate in training retreats and workshops, including leading teambuilding
- Live on campus from May 15-July 21, 2023
- Perform assigned duties with enthusiasm and display a willingness to help

Training:

Leadership Team members are expected to participate in the following training:

- Returning staff will participate in class discussions, 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 Leadership Team Retreat (Start of the Spring semester)
- OA Retreat(s) (One day during the Spring semester)
- Workshop (May 15-26, 2023)

Compensation:

For their dedicated service to the university, Leadership Team members 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)