SUMMER ORIENTATION STAFF COORDINATOR
Position Description

Role of the Summer Orientation Staff Coordinator:
Summer Orientation Staff provides significant guidance to the SOS team, supports Orientation Advisors and has a unique opportunity to impact peers and incoming students simultaneously. Summer Orientation Staff Coordinators 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 2023 and spring semester of 2024
- 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
- Be eligible to work in the U.S. and successfully complete a background check to become a university employee

Essential Functions | Summer Orientation Staff Coordinators are expected to:
- Exhibit consistent customer service and an eagerness to help incoming students, other OAs, and orientation supervisors
- Lead an efficient, small team to provide support for the orientation program at the desk and in various capacities
- Manage behind-the-scenes logistics, including essential desk functions, coordinating deliveries, golf cart assistance, and other duties as assigned. Additional Coordinator logistics include scheduling team for shifts and internal team logistics
- Assist students with connecting during Experiential Orientation and guide them through the designated activities alongside the designated leaders
- Create a welcoming environment in the residence hall, through general behavior and set up during workshop

Required Skills & Qualifications:
Summer Orientation Staff Coordinators members should have at least one year of experience as an Orientation Advisor and/or higher leadership position within NSS 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
- 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
- Desire to lead peers and coordinate team in unique capacity within orientation

Expectations:
Summer Orientation Staff Coordinators 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.*