

## Transfer Orientation Leader Job Description

### Expectations

- Work 10 -15 hours per week on administrative tasks and orientation preparation beginning Friday, December 12 and concluding Friday January 23<sup>th</sup>. Each employee will work 10 -15 hours during the following dates: Dec 12, Dec 15- Dec 19, Dec 22, January 5-9, January 12-16 and January 20- 23.
- Be present from 10am – 5pm on Wednesday January 21 to prepare for Orientation the following day.
- Be present from 8am- 5pm on both Thursday January 22 and Friday January 23 for the Orientation program itself. Please note that you will only be expected to work on Friday January 23<sup>th</sup> if inclement weather forces the University to close on Thursday January 22.
- Be prepared to commute to and from campus each day for work and to be on time as we do not offer housing for the intersession orientation leader position.
- Attend training on Orientation schedule, orientation back office and database systems on Friday December 12 from 11am -1pm. Lunch will be provided for this training session.
- Maintain excellence in customer service and professionalism at all times.

### Duties

- Call students and families to encourage registration for orientation
- Manage the orientation registration database with your other Orientation Leaders
- Confirm orientation attendees, presenters, room locations and other program logistic details
- Communicate with internal and external clients as it relates directly to Spring 2015 New Student Orientation
- Prepare and prep orientation items; including name tags, lists, give a ways and other items as needed
- Update and monitor the Pace Yourself Facebook page to communicate with new students
- Contribute to the planning and implementation of the Spring 2015 New Student Orientation program
- Other duties as assigned

### Compensation

- \$400 stipend to be paid on or about January 15- January 30, 2014
- Some meals during training, work and in session