2017 Orientation Guide (OG) Job Description

The Office of New Student Initiatives is seeking a select group of fun, energetic, knowledgeable, reliable students to serve as Orientation Guides to new students and their families during Orientation programs. An Orientation Guide’s primary goal is to introduce new students and their families to the resources and services on campus in order to help create a smooth transition to the University leading to successful graduation. Job duties include mentoring new students, facilitating group discussions, presenting information, assisting campus, and so much more.

Position Responsibilities & Duties:

Assistance to Students and Families
- Welcome new students and family members to the university and conduct the orientation check-in/check-out processes.
- Be accessible and willing to assist students and family members access the information they need/seek throughout each orientation session.
- Facilitate small group meetings for new students that are engaging and informational.
- Understand the different needs of first-year students, transfer students, and family members. Consider and apply these differences when working with each population.
- Develop a positive rapport with new students and their families.
- Serve as an academic and social role model.
- Provide family members with perspective on the University community and share the student experience.

Educational Duties
- Present workshops, facilitate discussions, and answer questions on various topics including working on or off campus; managing money; living on or off campus; campus facilities; academics concerns and expectations; academic, social and recreational balance; and other topics related to college life and becoming a college student.
- Relay information to students and family members about academic services, campus resources, student engagement opportunities, and university policies and procedures.
- Facilitate evening entertainment programs during select orientation programs.
- Lead campus tours for students and families.

Administrative Responsibilities
- Attend & fully participate in staff training.
- Efficiently complete all assigned logistical tasks.
- Maintain regular communications with professional and para-professional staff and alert them to situations that warrant attention.
- Participate in all assigned duties of Orientation fully and take initiative with unanticipated tasks or problems.
- Assist presenters at various programs, meetings, and activities.
Administrative Responsibilities cont.
- Remain flexible to accommodate changes to the program schedule or logistics that may occur.
- Cooperate with all Orientation/NSI staff members.
- Meet with professional staff as requested and attend all group meetings.
- Complete all staff assignments, assessments, and evaluations.
- General administrative duties, including evaluation, program and check in.
- Additional duties as assigned.

Qualifications
- Undergraduate Students, enrolled in spring and fall courses
- Preferred 2.75 cumulative GPA
- Be in good standing with the University
- On track for graduation in terms of credit load. (15 credits/semester preferred.)
- Speaking a second language is highly desirable.

Skills and Expectations
- Strong communication skills, patience and professionalism are essential.
- Ability to work well as a team.
- Display an awareness and understanding of diversity.
- Have an overall commitment to the University of Nevada, Reno.
- Be highly motivated, have strong leadership skills, and ability to work well with large groups of people.
- Have a positive attitude and enthusiasm for working with new students and families.
- Be willing to step outside comfort zone and try new experiences.
- Have an excellent work ethic.

Compensation
- $2300 and on campus, double occupancy room and board package.
- Great work experience and skill building, transferable to most any work environment.
  Including:
  - Leadership skills.
  - Interpersonal and group communication skills.
  - Student programming including planning, organizing, and marketing.
  - Presentation & Facilitation Skills.
  - Campus Connections

Time Commitment (Anticipated, Subject to change).
Training: Tuesday, May 30th – Sunday, June 18th
Orientation: June 15th – August 2nd
Orientation & Welcome: August 22nd – August 29th

Applications & Selection Process
- Completed application due Friday, March 10th by 4 P.M. to the New Student Initiatives Office in the Lake Level of Clark Administration.
- Interviews and selection will take place during March and April.

Send questions to orientation@unr.edu, cairnal@unr.edu, or robertorenteria@unr.edu.