2019 Orientation Guide (OG) Job Description

The Office of New Student Initiatives is seeking a select group of fun, energetic, reliable students to serve as Orientation Guides to new students and their families during summer Orientation programs. An Orientation Guide’s primary goal is to introduce new students and their families Nevada’s resources, services on campus and campus culture.

Position Responsibilities & Duties During Summer:

- Welcome new students and family members to the university.
- Facilitate small group meetings.
- Serve as a role model and mentor.
- Provide family members with perspective on the college student experience.
- Facilitate evening entertainment programs during select orientation programs.
- Lead campus tours.
- Participate in panel discussions and answer questions.
- Attend & fully participate in staff training.
- General administrative duties, including assisting presenters, check in, and program duties.
- Portray the University of Nevada, Reno in its policies, agencies, services, and campus life in a professional manner to first-year students, parents, and administrative.

Qualifications

- Undergraduate Students, enrolled in spring and fall courses
- Preferred 2.75 cumulative GPA
- Be in good standing with the University
- Must be enrolled fulltime. (15 credits/semester preferred.)

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 and inclusivity.
- Be highly motivated and have strong leadership skills.
- Be willing to step outside comfort zone and try new experiences.
  *Ability to speak a second language is a plus*
Compensation

• $2300 for summer which includes: on-campus housing and meals.
• Great work experience and skill building, transferable to most any work environment. Including:
  o Leadership and communication skills.
  o Presentation and facilitation Skills.
  o Campus Connections
  o Student programming including planning, organizing, and marketing.

Time Commitment (Anticipated, Subject to change).

• Training: Monday, May 28th – Wednesday, June 12th
• Orientation: June 14th – August 2nd
• Orientation & Welcome: August 22nd – August 27th

Please note that the time commitment for orientation days are long. Single day sessions can begin as early as 6am and end at 7pm. Overnight orientation sessions include evening work hours in the dorms.

Applications & Selection Process

• Interviews and selection will take place after spring break.

There may be opportunities for OGs to expand their orientation leadership throughout the academic school year.

Send questions to orientation@unr.edu or mcalhoon@unr.edu