Position Title: New Student Orientation Assistant - Volunteer Position

Department: Student Life Office

Student Supervisor: Jane Hildebrand, Assistant Dean for Student Life, New Student Orientation Director

Alternate Supervisor: Sue Halverson, Administrative Assistant for Student Life

Purpose of Job:
To assist and facilitate with the New Student Orientation Program. To work in collaboration with the Assistant Dean for Student Life/Orientation Director, the Student Life Administrative Assistant, other student Orientation Coordinators, and student Orientation Assistants in the transition of new students to the Luther College community.

The role of the Student Orientation Assistant is to provide leadership and creative thinking in planning and organizing the fall New Student Orientation program.

Please Note: The Orientation Assistant cannot jointly hold an appointment as an Residential Assistant (RA) or other positions that requires a time commitment during New Student Orientation.

Student duties and responsibilities:

- Active involvement in New Student Orientation, including arrival on campus prior to orientation
- Assist in recruiting and selecting a new Norse Force (move-in crew)
- Work collaboratively with other Orientation Coordinators and Assistants on specific projects
- Attend all scheduled training sessions and additional meetings
- Assist Student Life staff with special projects regarding orientation as requested
- Introduce presenters at specific assigned orientation events/presentations

Qualifications:

- Any major is acceptable, but must have an interest in building community and connecting with others, students, faculty and staff.
- Must be enthusiastic about working with their peers, especially the new students and their families.
- Must be a full-time Luther College student in good academic standing (minimum accumulative GPA of 2.50).
- Must have strong communication skills especially verbal skills.
- Must be able to effectively manage multiple tasks with attention to detail.
- Must be self-motivated during hours without direct supervision but also able to work together with the rest of the Orientation team.
- Must have ability to work collaboratively with various faculty and staff members.

**Education/Experience Required:**
Mature manner and the ability to relate to students, staff and faculty. Must have strong interpersonal skills and the ability to deliver feedback effectively. Students must also demonstrate effective problem solving skills, strong oral and written communications skills and the ability to organize and prioritize assigned tasks. Familiarity and skill with personal computers is also desired.

**Supervisory Responsibilities:**
None

**Physical Demands:**
Occasional lifting (30 lbs or less)

**Opportunities for Skill Development on the Job:**
Students participate in experiences outside the classroom which allows them to develop and demonstrate life skills. The Luther College Student Life Division has utilized Tony Wagner’s Seven Survival Skills and the NACE Career Readiness Competencies as a frame to help students begin to identify the life skills and characteristics necessary for success as they move beyond Luther College.

**Professionalism & Work Ethic**
- Presents a positive professional image including: dress, grooming, speech
- Displays a friendly and helpful attitude
- Role models respectful behavior toward others
- Is appropriately discrete with confidential information
- Arrives on time, dressed appropriately
- Adheres to Luther College policies as outlined in the Luther College Code of Conduct
- Demonstrates good judgement and appropriate behavior in the workplace

**Critical Thinking & Problem Solving**
- Analyzes and evaluates key information and alternative viewpoints clearly and concisely
- Demonstrates good judgement, knowing when to defer, questions, complaints or issues to a supervisor or more informed staff member
- Seeks instruction or clarification from supervisor to complete a complex task or correct errors
- Ability to learn quickly (not just the task, but the informal rules of the organization)
Collaboration & Leadership
- Builds collaborative team relationships with peers and colleagues
- Serves as a resource to others
- Negotiates and manages conflict respectfully
- Promotes an atmosphere of mutual respect and cooperation
- Works closely with the Residence Life staff during the Orientation Week

Agility & Adaptability
- Demonstrates openness to new ideas
- Demonstrates a willingness to attempt and learn new tasks
- Adapts to changing and unexpected demands
- Handles challenges and uses good judgement in unpredictable situations
- Demonstrates the ability to help others adapt to new situations
- Accepts instruction and constructive feedback

Initiative & Entrepreneurialism
- Responds promptly to new students’ presence and/or needs at orientation activities
- Shares ideas and initiatives with supervisor and co-workers to improve service to our new students
- Works independently and finishes tasks in a timely manner
- Takes on additional tasks and duties

Oral & Written Communication
- Demonstrates clear and concise communication with supervisors, coworkers, faculty and staff
- Uses appropriate communication skills (e.g. uses respectful and professional language, relays clear and complete messages)
- Demonstrates ability to write and edit application forms for new coordinators and assistants
- Demonstrates ability to write appropriate email messages to faculty and staff in coordinating orientation events
- Demonstrates ability to present information to peers in group training sessions
- Offers constructive feedback to the Orientation Director, Coordinators and Assistants as well as other peers (i.e. RAs and hall staff)

Accessing & Analyzing Information
- Learns to access Luther College information resources especially materials as it relates to the transition of new students
- Demonstrates the ability to gather and analyze research and information from multiple sources to create new insights or levels of understanding
- Utilizes spreadsheet, database and work processing programs
- Becomes aware of individual and team strengths as well as values during the training sessions
Curiosity & Imagination
- Thinks creatively and approaches challenges with enthusiasm
- Creates engaging and informative conversations
- Approaches work with an eye toward new and innovative ways to accomplish our work
- Utilizes available technology to create marketing materials for orientation related programs, services and resources (e.g. posters, web-pages, social media etc.)

2/1/16