

Orientation Assistant (OA) Description

POSITION OVERVIEW

The Orientation Assistant (OA) is an experienced Valparaiso undergraduate student who serves as a student member of the orientation team for the [FOCUS](#) and [Welcome Week](#) programs within the Division of Student Life. The Orientation Assistant has the responsibility of acclimating new students and their families to Valparaiso University, including, but not limited to, the following activities: promoting engagement with the university and its various resources, communicating university expectations, and serving as a support person to new students and families as necessary. Success of Valparaiso's orientation and welcome programs is dependent upon the performance of each OA as they fulfill responsibilities and support other staff members and students. Orientation Assistants grow and develop their talents throughout the process, learning more about themselves, the university, and developing skills to help them in their future career ([including 70% of the top skills employers seek](#)).

QUALIFICATIONS

- Currently and actively enrolled as a full-time undergraduate student at Valparaiso University during Fall and Spring Semester in which serving as an OA;
- Maintain at least a 2.5 minimum cumulative grade point average;
- No standing conduct sanction(s) that extend through the dates of appointment;
- Students from all undergraduate colleges and majors will be considered;

COMPENSATION

Orientation Assistant compensation includes an honorarium stipend of at least \$750, free room and meals during summer training and orientation periods, and free Valpo gear. This is for spring and summer training plus service and follow-up done as part of the formal FOCUS orientation and Welcome Week programs in June, August, and January.

PRIMARY RESPONSIBILITIES

- Fully participate in spring, summer, and fall training sessions; Lead spring, summer, and fall training sessions if serving as a returning or lead OA;
- Oversee logistical details before, during and following June and August FOCUS events, August Welcome Week events and January FOCUS. Returning OAs will have a higher level of management responsibility than new OAs;
- Facilitate small and large group sessions for new students and families during orientation sessions; Lead small group training if serving as a returning or lead OA;
- Create a welcoming, inclusive atmosphere within the diverse OA team and for diverse new students/families throughout orientation; Role model this behavior for other OAs as a returning or lead OA;
- Project a caring, concerned, and approachable demeanor in order to facilitate communication and establish positive public relations with incoming students and their families;
- Serve as a positive role model and mentor to incoming students and as a positive ambassador of the university for families of incoming students via all forms of oral, written, and digital communication;
- Maintain contact with incoming students as they make their transition to the University;
- Help new students learn about campus traditions, programs, and resources; Teach new OAs about these traditions, programs, and resources if serving as a returning or lead OA;
- Learn and practice leadership skills throughout service; Help others hone their skills if serving as a returning or lead OA;
- Apply skills gained through the OA experience to other facets of life at the University and beyond;
- Promote the OA experience to potential new staff members; Lead spring information sessions if needed;
- Abide by the policies of Valparaiso University throughout the active period of leadership and service;
- Complete other duties as assigned;

Want to be an Orientation Assistant (OA)? Save these dates...

2021 Spring Semester Dates:

Friday, Feb. 26	Returning/Lead OA Application Available
Friday, March 5	New OA Application Available
Thursday, March 11	Returning/Lead OA Applications Due
March 15-17	Returning/Lead OA Interviews
Friday, March 19	Returning/Lead OA Notifications (acceptance due by March 22)
Monday, March 22	New OA Applications Due
March 10-25	New OA Individual Meet & Greets by Appointment
Sunday, March 28	New OA Group Interviews (choose timeslot when you apply to be an OA)
March 29-April 1	New OA Individual Interviews (by invitation only)
April 5	New OA Notifications Emailed (acceptance due by April 7)
Sunday, April 11	All OAs - Spring OA Training Part I, 3:30-5:30 p.m.
Sunday, April 18	All OAs - Spring OA Training Part II, 3:30-5:30 p.m.
Sunday, April 25	All OAs - Spring OA Training Part III, 3:30-5:30 p.m.

2021 June FOCUS Dates:

Monday, May 31 (Memorial Day)	OAs can move into Brandt Hall Today
Tuesday, June 1	OA Training: Noon until Late (OAs can move into Brandt Hall this morning)
Wed., June 2- Fri., June 11	June OA Training day & evening, including June 5-6 weekend
Saturday, June 12	OA Day Off
Sunday, June 13	OAs off until 4 p.m., then Pre-Orientation Prep & Host Overnight Freshmen
Monday, June 14	FOCUS 1
Tuesday, June 15	OAs off until 5 p.m., then Pre-Orientation Prep & Host Overnight Freshmen
Wednesday, June 16	FOCUS 2
Thursday, June 17	OAs off until 5 p.m., then Pre-Orientation Prep & Host Overnight Freshmen
Friday, June 18	FOCUS 3
Saturday, June 19	OA Day Off
Sunday, June 20	OAs off until 5 p.m., then Pre-Orientation Prep & Host Overnight Freshmen
Monday, June 21	FOCUS 4
Tuesday, June 22	OAs off until 5 p.m., then Pre-Orientation Prep & Host Overnight Freshmen
Wednesday, June 23	FOCUS 5
Thursday, June 24	OAs off until 5 p.m., then Pre-Orientation Prep & Host Overnight Freshmen
Friday, June 25	FOCUS 6
Saturday, June 26	OA Day Off
Sunday, June 27	OAs off until 5 p.m., then Pre-Orientation Prep & Host Overnight Freshmen
Monday, June 28	FOCUS 7 & Start FOCUS/Brandt Clean Up
Tuesday, June 29	Finish cleaning up FOCUS/Brandt , OAs can leave after noon (all OAs must be out of Brandt by 9 p.m.)

OAs are busy full-time, day & evening on June FOCUS dates. New OAs may **not** take summer session 1 classes unless you are taking internship credit for the OA opportunity. OAs are finishing June FOCUS at the start of summer session 2 so could take summer session 2 classes.

See next page for August & January OA dates...

2021 August FOCUS and Welcome Week Dates:

Sunday, Aug. 15	Move into your residence hall in the afternoon – Time TBD by Res Life
Monday, Aug. 16	August OA Training & FOCUS/Welcome Week Prep – Time TBD based on other trainings
Tuesday, Aug. 17	August OA Training & FOCUS/Welcome Week Prep – Time TBD based on other trainings
Wednesday, Aug. 18	August FOCUS session 7 a.m.-5 p.m.
Thursday, Aug. 19	OAs Move-In/Welcome Week Training & Prep – Time TBD based on other trainings
Friday, Aug. 20	New student move-in & Welcome Week Begins
Sat. – Tues. Aug. 21-24	OAs Help With Welcome Week Events by Sign-Up
Wednesday, Aug. 25	Classes begin
August 26-mid-Sept.	Stay in touch with your OA group members.

2022 January FOCUS:

Monday, Jan. 10	January FOCUS (4-5 OAs are usually needed)
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