

<u>Position Title</u>	Orientation Program Assistant / OA Leader
<u>Dates of Commitment</u>	April 1 & 2, 2017: 8am-5pm: <i>Wilderness First Aid Course (backcountry leaders only)</i> April 8, 2017: 9am-4pm: <i>All OA Leader Spring Training</i> August 14, 2017: 9am-5pm: <i>Optional On-campus move-in day for OPA/OA Leaders</i> August 15, 2017: 9am-5pm: <i>On-campus move-in day for all OPA/OA Leaders</i> 1pm-4pm: <i>CPR First Aid Training (select Frontcountry and Local leaders)</i> August 16-18, 2017: <i>All OA Leader Fall Training</i> August 19-28, 2017: <i>OA Leader & Orientation Program Assistant Responsibilities</i>
<u>Location</u>	Pitzer Campus & OA Trip Site
<u>Benefits</u>	Early return to campus, including meals during training and New Student Orientation Leadership skills training and development Necessary medical training All expenses directly associated with the trip T-shirts, leader waterbottle and other Pitzer swag
<u>Direct Supervisor</u>	Alayna Session-Goins, Director of Student Activities & Orientation GSC 204 alayna_session-goins@pitzer.edu 909.607.2988

Position Overview:

This leadership position is an essential component of the New Student Orientation (NSO) program at Pitzer. Orientation Program Assistants play an active role supporting new students in their transition to Pitzer, assisting with the implementation of the NSO program and providing a perspective on college life at Pitzer centered on the Pitzer core values. OA Leaders spend four days leading off-campus excursions in the greater Southern California area, with 10-14 new students, with the goal of fostering the development of meaningful relationships between new and returning students.

Essential Functions:

Orientation Program Assistant

- Support with New Student and Returning Student move-in days
- Assist with OA wrap-up including: reconciling finances, maintaining gear
- Participating in leader debrief and encouraging participant feedback
- Help facilitate discussions about campus life for new students
- Provide weekend social engagement opportunities for new students
- Attend orientation social events with new students

OA Leader:

- Help the OA Coordinators set the vision for the trip activities and logistics
- Build relationships and provide support to OA participants
- Facilitate a safe, welcoming and enjoyable experience for OA participants
- Appropriately represent Pitzer and the Office of Student Affairs, while providing a student perspective on college life
- As a team, use each OA leader's individual strengths and training to successfully execute an OA trip

Required Knowledge, Skills and Abilities:

The Orientation Program Assistant/OA Leader position is open to all Pitzer students in good social and academic standing. The ideal candidate will possess an enthusiastic interest in the new student transition and the orientation experience, be well acquainted with academic and co-curricular life, communicate effectively with their peers and aspire to become a strong leader.