

Position Title: Orientation Adventure Coordinator

Dates of Employment: February 20, 2017 - August 27th, 2017

Hours: Spring: February 20 - April 28th (Approx. 3-5 hours per week)
Summer: May 22 - August 27th (Approx. 30-40 hours per week)
Select nights and weekends will be required

Location: Gold Student Center 200

Compensation: \$10 per hour, a fun retreat, scouting trips, and plenty of transferable skills.

Direct Supervisor: Alayna Session-Goins, Director of Student Activities & Orientation
GSC 204 | alayna_session-goins@pitzer.edu | 909.607.2988

Program Description: Orientation Adventure (OA) is the off-campus component of Pitzer's new student orientation program. Student participants spend four days on off-campus excursions in the greater Southern California area, with 8-12 new students and 3-5 leaders, with the goal of fostering the development of meaningful relationships between new and returning students.

Essential Function: The OA coordinators work closely with trip leaders and the Director of Student Activities & Orientation to plan 24-26 distinct trips for new students. During the spring semester the coordinator's' responsibilities include assisting with the selection of trips and leaders, spring training, formulating itineraries, and liaising with leaders. During the summer, coordinator's' responsibilities include: orchestrating trip selection and placement for the participants, ensuring details pertaining to each trip are well accounted for (e.g. participant medical histories, emergency preparedness, transportation), regularly communicating with trip leaders, fielding questions from parents, planning pre-trip leader training, facilitating training sessions, supporting the real-time operations of the program, responding to emergencies as needed, effectively debriefing and evaluating the program after the trips return, wrapping up the finances, gear, food, transportation and other program related tasks, and facilitating the OA Slideshow during New Student Orientation.

Required Knowledge, Skills and Abilities:

The coordinator position is open to all rising juniors, seniors and alumni in good social and academic standing. The ideal candidate will possess an enthusiastic interest in the OA program and Pitzer College, demonstrate developed organizational skills, have a record of collaboration with his/her peers, be interested in students in transition, and be open to learning a lot!

Preferred Knowledge, Skills and Abilities:

A valid driver's license (paired with a driving record acceptable to Pitzer's insurer) and familiarity with Google Mail and Google Documents is desirable.