

Pitzer College

New Student Orientation



<u>Position Title:</u>	<i>Academic Guide</i>
<u>Dates & Hours of Employment:</u>	Academic Guide Spring Social – <i>End of April</i> Academic Guide Fall Training – <i>Monday August 20th and Wednesday August 29th</i> Academic Guide Responsibilities – <i>Thursday August 30 – Friday September 7, 2018</i> Approx. 5-6 hours/day during above dates, including days, nights or weekends
<u>Compensation & Benefits:</u>	\$11.00 per hour, non-work study Early return to campus, including meals Leadership skills training and development T-shirts, water bottle and other Pitzer swag
<u>Location:</u>	Gold Student Center 200
<u>Direct Supervisor:</u>	Alayna Session-Goins, Director of Student Activities & Orientation GSC 204 alayna_session-goins@pitzer.edu 909.607.2988

Job Overview:

The Academic Guide position is a unique opportunity to welcome and support the transition of new students into the Pitzer College community. Academic Guides will assist a group of incoming students on academic and campus resources, as well as help to guide new students through the academic transition to college. Each Academic Guide will be assigned to a group of students from a specific First Year Seminar, and will be hands on in supporting students through the academic orientation, advising, registration, and the first week of classes.

Essential Functions:

- Write a welcome note to the incoming students introducing themselves, which will be emailed out over the summer.
- Meet with their group of new students before the New Student/Faculty dinner and their first FYS course meeting, to reiterate information about timelines and the process of the academic transition (i.e. FYS, placement tests, information sessions, online registration process, advising, class registration, etc.)
- Attend the New Student/Faculty Dinner to get to know their new students better.
- Support students who have additional questions before or after their 30-minute advising appointment about course selection, registration, course materials.
- Represent their major or field of study at the Student Leader Majors Lunch, if students have questions about advisers, professors, classes, majors, etc.
- Provide opportunities for check-in meetings with new students throughout orientation and assist with finding absent students, if necessary.
- Help students navigate the Claremont Colleges for placement test locations, course meeting locations, campus resource locations (specifically including the writing center, academic support service, library, etc.)
- Have knowledge of their students' names, academic interests and reasons for attending Pitzer College.
- Contact all assigned new students after the first week of classes to assist with any remaining questions they have about their academic transition.

Required Knowledge, Skills and Abilities:

- The Academic Guide position is open to all Pitzer students in good social and academic standing. Candidates must be full time students in good judicial and academic standing with a cumulative GPA of at least 3.0 or higher. Students on academic probation are not eligible. The ideal candidate will possess an enthusiastic interest in the new student transition and the orientation experience, be well acquainted with academic and campus resources, communicate effectively, enjoy working with new people and aspire to become a strong leader.