

PITZER COLLEGE

New Student Orientation



Position Title: Orientation Logistics Assistant

Dates & Hours: Monday, August 12 - Friday August 16, 2019 - Pre-OA Preparations
Note: Early return to campus will not be a requirement, but will be a negotiable option.
Monday, August 19 - Monday September 2, 2019 - On-campus orientation work shifts
Note: Required work dates. Each Orientation Logistics Assistant will work 40 hours/week with staggered days off during the above dates. This may include work shifts during the early mornings, days, nights and/or weekends.

Compensation & Benefits: \$12.00 per hour, non-work study
Early return to campus, including meals before Pitzer meal plans begin
T-shirts, water bottle and other Pitzer swag

Location: Gold Student Center 200

Direct Supervisor: Alayna Session-Goins, Assistant Dean of Campus Life
GSC 204 | alayna_session-goins@pitzer.edu | 909.607.2988

Position Overview:

This paid, student leader position is an essential component of the New Student Orientation (NSO) program at Pitzer. The Orientation Logistics Assistants will assist the Orientation Programs staff with the preparation, implementation and follow-up of all sessions, programs, and events for the New Student Orientation program.

Essential Functions:

- Provide assistance with implementing programs and events during on-campus New Student Orientation
- Provide organizational and logistical support in preparation, during and after events
- Safely drive Pitzer vans for relevant orientation events and in preparation for events
- Help compile data from orientation sessions in person and post-session
- Assist with inputting data from assessments and evaluation from New Student Orientation
- Appropriately represent Pitzer and the Office of Student Affairs, while providing a student perspective on college life

Desired Job Qualifications:

The Orientation Logistics Assistants 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 orientation experience
- have positive work habits and a team focused attitude
- enjoy working with new people
- communicate effectively verbally and in writing
- maintain strong organizational skills
- possess a valid driver's license (or the ability to get it before August 2019)