

PITZER COLLEGE

New Student Orientation



Position Title:	Orientation Adventure (OA) Coordinator
Dates of Employment:	March 8, 2019 - September 1, 2019
Hours:	<i>Spring:</i> March 8 - May 10 (Approximately 5 hours/week) <i>Summer:</i> May 28 - September 1 (Approximately 40 hours/week)
Compensation:	<i>Spring:</i> \$12.00 per hour <i>Summer:</i> \$16.25 per hour
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

Program Description:

Orientation Adventure (OA) is the off-campus component of the New Student Orientation program at Pitzer College. Student participants spend four days on off-campus excursions in the greater Southern California area, with 10-14 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 the OA trip leaders, the other OA Coordinator and the Assistant Dean of Campus Life to plan up to 24 trips for new students. During the spring semester the coordinator's responsibilities include assisting with the selection of trips and leaders, spring trip leader meetings, formulating itineraries, and liaising with leaders. During the summer, the 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 recent 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 their peers, be interested in students in transition, and be open to learning!
- OA Coordinators are paid, leaders at Pitzer College. They must abide by and uphold all Pitzer's policies, protocols and procedures. OA Coordinators may be involved in difficult situations throughout the course of this position. They are expected to provide support where appropriate, ask for guidance when needed, and connect to resources.

Preferred Knowledge, Skills and Abilities:

- A valid driver's license, paired with a driving record acceptable to Pitzer's insurer.
- Familiarity with Google Drive, Docs and Sheets.