ORIENTATION ASSISTANT
Job Description

JOB TITLE
Orientation Assistants

JOB FUNCTION
To serve as a member of the Office of Academic Affairs staff during summer orientation and assist in the registration process under the supervision of the COEHP Orientation professional staff.

ORGANIZATIONAL STRUCTURE
COEHP report to the Director of Student Affairs, and the Office of Academic Affairs administrative and support staff.

DESIRED PERSONAL CHARACTERISTICS
- sense of responsibility
- positive attitude
- commitment to excellent customer service
- ability to value and communicate with people from diverse backgrounds with a variety of personality types
- ability to work as an effective and productive team member
- leadership ability
- effective interpersonal, small group, and group conflict resolution and communication skills
- flexibility
- commitment to a high standard of personal values and a code of ethics
- initiative
- strong work ethic
- punctuality
- tolerance
- self-confidence
- creativity and resourcefulness
- ability to be tactful and diplomatic in all situations
- willingness to serve as a positive role model
- pride in the University of Arkansas
- willingness to do whatever it takes to get the job done

QUALIFICATIONS
- COEHP Orientation Assistant applicants must have attended one (1) full year (two semesters) at the University of Arkansas Fayetteville (minimum 24 credit hours), and have at least a minimum of a 2.50 overall cumulative grade point average at the time of application. Graduate student applicants must have completed at least six graduate credit hours at the University of Arkansas Fayetteville at time of application. No student may apply for or hold an Orientation Assistant position while on academic or disciplinary probation.
- Applicants must: 1) complete an application, and 2) schedule and attend an interview.

EMPLOYMENT TERMINATION
An Orientation Assistant’s employment may be terminated if it is determined during the summer program that he/she is not maintaining ethics befitting a paraprofessional, not performing satisfactorily, not able to work productively with others, or jeopardizing the success of the program.
Orientation Assistant Selection Schedule

**Application:** Applicants must complete a COEHP Orientation Assistant Application and submit it to Office of Academic Affairs, located in the Graduate Education Building Room 322. Turn in your application no later than **4:30 p.m. on Thursday, March 2, 2017.**

**Modified Group Interview:** Selected applicants will participate in a 30-minute group interview. Group interviews will be held with the Director of Orientation and staff in late-March/early-April. You will be notified by email to make your appointment for your interview after the application period has closed.

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Orientation Assistant Work Schedule

**JOB DUTIES**
- Assist with the implementation, and evaluation of the college portion of New Student Orientation, specifically in registration under the supervision of Office of Academic Affairs.
- Work as a paraprofessional in presenting and distributing information to new students and family members.
- Initiate and develop open communication and interaction with students and family members attending New Student Orientation.
- Work productively and cooperatively with all members of the University community to effectively implement the New Student Orientation program.
- Serve as a positive role model and ambassador on behalf of the University of Arkansas and COEHP.
- Participate in every COEHP Summer Orientation Session.
- Perform any additional duties as assigned by the Director or as necessitated by the job.

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Work Schedule

**Begins**
The first summer Orientation session begins June 5, 2017.

**Ends**
The dates for the final Orientation session are August 8 & 9, 2017.

**Orientation Sessions**
There are twenty-one Orientation sessions between June 6 and August 9, 2017. Orientation Assistants participate in the college’s welcome and registration portion throughout each Orientation session. A general guideline for Orientation session work hours are as follows:

**9:00 am – 3:00 pm**

*Note:* The expected work schedule for orientation will be approximately Monday through Friday, 9:00 a.m. – 3:00 p.m., with a similar schedule for the August orientation sessions.
# New Student Orientation Session Schedule

Orientation sessions will be held on the following dates:

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<tr>
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**SALARY/BENEFITS**

Orientation Assistants will be hourly employees paid at $12/hour.

**SUMMER/AUGUST INTERSESSION CLASSES**

It is possible for Orientation Assistants to take summer school class during the SECOND session of summer school; however, the summer school class may not interfere with “critical” times in the Orientation session schedule. The Director defines critical times. Note: Orientation Assistants **may not** take a summer school class during the first summer session or August Intersession and **may not** have other employment or commitments that interfere with their ability to fully participate on the dates and hours laid out in this job description.

*All dates/times listed in this document may be subject to change if the New Student Orientation program modifies this schedule.*