

## Summer 2019 Orientation Leader/BEAR Assistant –Job Description

### Position Description:

The primary role of a Summer Orientation Leader/Assistant is to guide and facilitate activities for new students during Registration events and oversee usage of the Benedum Events and Activities Rooms (BEAR) as needed. These activities include but are not limited to:

- Assisting in check-in of students, parents, and guests as they arrive
- Eating meals with new students
- Conducting campus tours for students
- Facilitating small group activities
- Responding to student and parent questions
- Monitoring of equipment and furniture in the Activities Room, Blue Room and Gold Room
- Set up rooms for reserved events

### Qualifications:

- Good academic standing, with a preferred cumulative GPA of 2.75 or above.
- Good judicial standing with no outstanding judicial sanctions.
- Positive and enthusiastic about WVU Tech with outgoing disposition.
- Demonstrate the ability to be reliable, responsible, confident, and flexible.
- Demonstrate the ability to work and communicate effectively with a diverse group of team members, students, parents, and WVU Tech faculty and staff.
- Demonstrate a desire help others learn about WVU Tech and college life.
- Must be able to lift 40 pounds

### Expectations:

Be available to attend and actively participate in all training and Registration Days (see list below).

Work as a team with other OLs as well as WVU Tech staff and faculty.

- |   |          |          |                  |
|---|----------|----------|------------------|
| - | Saturday | April 6  | Training         |
| - | Saturday | April 13 | Registration Day |
| - | Saturday | April 27 | Registration Day |
| - | Friday   | May 10   | Registration Day |
| - | Friday   | May 17   | Registration Day |
| - | Friday   | May 31   | Registration Day |
| - | Friday   | June 14  | Registration Day |
| - | Friday   | June 28  | Registration Day |
| - | Friday   | July 12  | Registration Day |
| - | Friday   | July 26  | Registration Day |
| - | Friday   | August 2 | Registration Day |

### Compensation:

- \$10.00 per hour/WVU Tech gear
- Mentoring from professional student affairs staff.
- Opportunity to develop interpersonal skills, abilities, and leadership experience for your resume.

### Positions Available: 6