Orientation Assistant

Application Packet

Summer 2020

Division of Student Affairs
Office of Student Transitions
210 Mendenhall Student Center
252-328-4173
www.ecu.edu/studenttransitions
DIVISION OF STUDENT AFFAIRS MISSION
Student Affairs provides programs and services that optimize student learning and leadership, builds a safe supportive and welcoming campus community, fosters the emotional growth and personal development of students, and makes a positive contribution to the overall student experience.

DEPARTMENT OVERVIEW
The Office of Student Transitions will provide a coordinated, comprehensive approach to enhancing student success; provide services that will enhance the academic efficiency, effectiveness, and independence of our students; and will provide the necessary supports for families required for improving student satisfaction, academic success, and student retention.

MINIMUM QUALIFICATIONS
Orientation Assistants must possess:
- Excellent communication and customer service skills.
- A good academic standing (2.5 overall GPA).
- A positive disciplinary standing.
- A willingness to work as part of a diverse team.
- An enthusiasm for ECU.
- A high energy level.
- An interest in working with students, families, faculty, and staff.
- A desire to have a truly rewarding and fun experience.

POSITION DESCRIPTION
New Student Orientation is a two-day program for incoming students held in June and July. During orientation, students receive academic information, learn about student life, and complete registration for fall courses. New Student Orientation will consist of ten sessions for first-year students, one session for transfer students, and one session in August for those that could not attend summer dates.

As an Orientation Assistant (OA), you will be a member of a special group of student leaders who guide our new students through the challenging and exciting adjustment to college life. Orientation Assistants convey information to new students and their families about East Carolina University’s programs and services and assist with all orientation events. The OA position is an outstanding opportunity for students interested in enhancing their leadership skills and for those interested in sharing their passion about East Carolina University.

There is also a New Student Orientation program held in August and January for students starting in those semesters. Orientation Assistants have the option of working during these orientation sessions.

Responsibilities
An Orientation Assistant will:
- Assist in the preparation of orientation activities and materials.
- Lead discussion groups and activities with incoming students.
- Help students become familiar with the ECU campus, including the services and resources that are available.
• Perform duties to ensure the orientation program runs smoothly, such as assist with check-in, answer questions, give tours, direct students and families around campus, etc.
• Monitor and assist the students who are staying in the residence hall during the orientation programs.
• Serve as a role model to incoming students.
• Take an active role in making each student and family member feel welcome at ECU.
• Introduce campus organizations and encourage new students to get involved with student life.
• Meet and greet students that are arriving early for the orientation program.
• Attend and actively participate in the Orientation Assistant training program.

As a result of being a student employee within the Division of Student Affairs, students will have the opportunity to gain the following competencies based on NACE Top Ten Skills Employers Seek and CAS Learning Domains:

- Effective Communication
- Accountability/Integrity
- Self-Awareness
- Problem Solving/Effective Reasoning
- Professionalism
- Teamwork
- Adaptability/Resiliency
- Initiative

**DATES OF EMPLOYMENT & COMPENSATION**

Orientation Assistants will:
• Gain and develop significant leadership skills.
• Impact the lives of new students and their families.
• Meet new people and develop new friendships.
• Network with ECU faculty, staff, and administrators.
• Receive a compensation package of approximately $7,188.00 that will consist of:
  o A $2,880 stipend for training and working the sessions throughout June and July. Taxes and FICA will be deducted from this amount.
  o A single room in a residence hall beginning with summer training through the end of the orientation sessions (approximately $3,900 value).
  o A meal card that will cover lunches during training and your meals during orientation sessions ($400 value).
• Be provided orientation polos, a bag, and a nametag to be worn during sessions.
• And much more!

**Training, Important Dates, and Orientation Dates**

**Spring Training Dates and Retreat**

Orientation Assistants will meet several times in the spring semester to prepare for orientation and SROW (see below). **Required** trainings will be held on:

- Tuesday, December 3, 2019 6:00pm-8:00pm
- Tuesday, January 21, 2020 6:00-8:30pm
- Wednesday, February 12, 2020 6:00-8:30pm
- Tuesday, February 18, 2020 6:00-8:30pm
- Wednesday, February 26, 2020 6:00-8:30pm
- Thursday, March 5, 2020 6:00-8:30pm
- Tuesday, March 24, 2020 6:00-8:30pm

You will be excused from these trainings if you have class. Additional Friday afternoon work days will be held but will be optional. Students selected to be Orientation Assistants and/or First Mates will attend a **mandatory** retreat on February 1-2, 2020. Tentative plans include leaving early February 1st...
and returning to campus the evening of February 2nd. Expenses will be covered by the Office of Student Transitions.

**SROW**

Students selected to be Orientation Assistants are **required** to attend the Southern Regional Orientation Workshop (SROW) conference, which will be held **March 13-15, 2020** at Western Kentucky University in Bowling Green, KY. We will leave Thursday afternoon, March 12th, so you may miss some classes that day and the next. Those will be University excused absences. This conference is an opportunity to learn more about orientation programs, gain leadership skills, and represent ECU. The majority of expenses will be covered by the Office of Student Transitions. You will need to bring money for some meals and snacks.

The SROW conference is the Region VI Conference of NODA (Association for Orientation, Transition and Retention in Higher Education). The mission of NODA is to provide education, leadership, and professional development in the fields of college student orientation, transition, and retention.

**Summer Training Dates**

Move in Date: May 26th
May 27th – June 5th, 2020

**New Student Orientation Dates**

Transfer Orientation
May 28-29, 2020

New Student Orientation programs
June 8-9, 2020
June 10-11, 2020
June 15-16, 2020
June 17-18, 2020
June 22-23, 2020
June 24-25, 2020
June 29-30, 2020
July 1-2, 2020
July 5-6, 2020
July 8-9, 2020

August Orientation
August 20, 2020

Fall Orientation
October 9, 2020*

OAs will be expected to be available to work Friday mornings, Sunday evenings, and the evenings before an orientation session **if needed**. The sessions will end on July 9, 2020. OAs are expected to assist with clean-up on July 10, 2020 and will be expected to move out of their rooms by 12:00noon on July 11, 2020*. OAs are also expected to work Transfer Orientation, August Orientation and Fall Orientation dates as well. Orientation Assistants may have opportunities to work the Pirate Weeks of Welcome events or other events sponsored by the Office of Student Transitions.

*date subject to change
APPLICATION INSTRUCTIONS
Applications will be available online at orientation.ecu.edu or in the Office of Student Transitions (210 Mendenhall) from October 1-October 31, 2019. The application includes the application form, essay questions, and two reference forms. These items are due by 5:00 pm on Thursday, October 31, 2019.

Applicants will participate in large group and small group interviews. You will sign up for these when you submit your application. Large group interviews will be held on Wednesday, November 6th, 2019 and Thursday, November 7th, 2019 from 7:00-9:00 pm. (You will attend only one night. If you cannot attend either night due to an extenuating circumstance, please speak to Corrie Schwabrow.) Small group interviews will be held November 11-15, 2019. All applicants will be notified of their standing during the week of November 18, 2019.

References
Two reference forms must be completed and returned by Thursday, October 31, 2019. You may ask current or former supervisors, advisors, faculty members, high school coaches or teachers, or current student leaders to complete your reference form. Reference forms are available on orientation.ecu.edu in PDF form. You will need to fill out the top of the reference form and sign it. The form may be returned with the application, separately to the Office of Student Transitions, or emailed to orientation@ecu.edu. If you have questions about a reference, please let us know.

Interviews
Orientation Assistant applicants will participate in a series of interviews. Please note that you must turn in a written/online application before attending an interview.

Large Group Interviews
Large Group Interviews are a chance for the selection committee to observe how applicants work in a team. It is also a time for you to learn more about the available positions. The interviews will be held on Wednesday, November 6th and Thursday, November 7th, 2019 from 7:00-9:00 pm. You will attend only one night. If you cannot attend one of these dates, please contact the Office of Student Transitions. You will sign up for a Large Group Interview when you turn in your written/online application.

Small Group Interviews
Small Group Interviews allow for a more personal setting (1-3 applicants) so we can get to know you better and ask specific questions about your abilities. It provides a final time for you to ask any questions about the position. Small Group Interviews will be held November 11-15, 2019. You will sign up for a Small Group Interview when you turn in your written/online application.

Good Luck with the Process! We Look Forward to Meeting You!
Frequently Asked Questions

How many Orientation Assistants (OAs) do you hire?
We are planning to hire approximately thirty-one Orientation Assistants. We expect some returning OAs from the previous year. While returning OAs are not guaranteed a position, they do have prior experience and many are rehired.

Can I take a summer school class and work for orientation?
No, you wouldn't have time! The Orientation program begins very early in the morning and extends late in the night, making it impossible for you to attend class on orientation days and therefore difficult for you to do well in class. Online courses may be considered but must be approved by the Orientation staff.

Do I have to live on campus during orientation?
Yes, you must live in the residence hall during orientation sessions and the night prior to an orientation session. You do not have to stay in the residence hall when orientation is not in session.

Can I go home when there aren't any orientation or training sessions?
OAs will be able to leave campus when orientation is not in session (i.e., weekends) except during training. OAs may be required to return to campus on Sunday to meet students arriving early or so that we can prepare for the following session.

Will I be able to have an additional job if chosen as an OA?
Orientation can be very exhausting and it is recommended that you rest and relax during your time off rather than working. Some OAs do work second jobs; however, your other employer must be willing to work around orientation events and days. You must also be available to work on Sunday evenings and/or the night before the orientation session. Getting time off to work during orientation will not be possible.

Need additional information?
Attend an information session:

Thursday, October 3, 2019, 4:00pm, Main Student Center, Room 237  
Wednesday, October 9, 2019, 5:00pm, Main Student Center, Room 237  
Thursday, October 17, 2019, 12:00pm, Main Student Center, Room 237

Or contact the Office of Student Transitions at 252-328-4173 or orientation@ecu.edu.