2015 • ORIENTATION ADVISOR
POSITION DESCRIPTION

PURPOSE
The primary purpose of the Orientation Advisor (OAs) is to carry out the goals of the New Student Transitions and Parent Programs (NSTPP) in the following ways:

• Offer new students and parents the best possible introduction to the programs and services at Eastern Washington University (EWU).
• Ease the enrollment process for new students by assisting with academic advisement.
• Assist students in their adjustment to EWU and surrounding community.

SUPERVISORS
New Student Transitions and Parent Program’s Manager and Orientation Coordinator

QUALIFICATIONS AND REQUIREMENTS
As an official liaison of the university and a trained para-professional member of the firstSTEP Orientation staff, the Orientation Advisor is expected to handle his/her responsibilities maturely and exhibit exemplary conduct while on the job.

The Orientation Advisor must have excellent communication skills and the ability to relate to first-year and transfer students. Organizational skills are also essential, as is the ability to learn quickly, give clear instructions, and solve problems in a timely and efficient manner. Involvement in some areas of campus life and familiarity with the organizations and resources of the university through volunteer or work experience are desirable. Advisors should be enthusiastic ambassadors of the University. In addition, advisors must be able to relate well with students, parents, family members, and EWU faculty/staff. Orientation Advisors should be comfortable working independently and as a part of the NSTPP staff team.

All applicants must meet the following:
1. Be a full-time undergraduate student at EWU;
2. Demonstrate satisfactory academic performance with a cumulative GPA of 2.8 or higher;
3. Be free of university student conduct disciplinary sanctions;
4. Not have held an Orientation Advisor position in the past.
5. Enroll in the two-credit class “Introduction to Para-professional Advising for Orientation Advisors” (ITGS 297 CRN# TBA); The class meets Thursdays from 2 p.m. – 4 p.m. during the 2015 spring quarter. It is designed to prepare students to serve as effective Orientation Advisors, strengthen communication skills, develop an understanding of the transitional issues of new students, and to increase knowledge of university organizations, policies, and resources;
7. Attend periodic OA meetings (TBA)
8. If candidates wish to hold another job or attend summer classes, they must first obtain permission from the NSTPP Manager in order to do so and ensure that there are no conflicts with any of the OA time commitments and responsibilities outlined above and below.

DUTIES AND RESPONSIBILITIES
The duties and responsibilities of the On-Campus Orientation Advisor fall into two main categories:

Program Duties:
• Assist in the academic advisement for incoming students;
• Work closely with the Academic Advisors to facilitate proper enrollment;
• Lead group discussions on registration procedures, campus life, and issues in student life;
• Address student and parent groups on specific orientation topics;
• Lead students in icebreakers and other social activities;
• Additional program duties as assigned.

Administrative Duties:
• Be responsible for firstSTEP Session set-up and check-in;
• Be responsible for various tasks that assist in the overall flow of the program;
• Participate in staff meetings and in-service training as scheduled;
• Additional administrative duties as assigned.
DURATION
On-Campus Orientation Advisors must be available during the following dates:

ITGS 297 (2 credits) CRN# TBA
• Thursdays from 2 p.m. – 4 p.m. during the 2015 spring quarter.

Summer's firstSTEP Orientation
• firstSTEP Orientation Training June 16-18, 2015
• Available during months of June, July & August 2015 for the summer firstSTEP Orientation sessions. Dates June 19, 26; July 10, 17 24, 31; August 7, 14 and 21. All are on Fridays. (During this time, Orientation Advisors may not attend summer school or hold additional jobs – paid or volunteer).

Fall’s Welcome Week Orientation
• Welcome Week Orientation Training September 15-17, 2015;
• Available for various activities and programs during Welcome Week Orientation September 18-22, 2015.

COMPENSATION
Orientation Advisors receive a stipend in the amount of $2,060 (pre-tax and subject to change; paid in installments during the summer). Meals are provided during the firstSTEP Orientation sessions and Orientation polo shirts are provided to be worn during the firstSTEP Orientation sessions and Welcome Week Orientation.

APPLICATION PROCESS
Step One: Application
Interested candidates should complete and submit the OA online application no later than 5 p.m., January 30, 2015.

Click HERE or follow this link to go to the OA application: https://adobeformscentral.com/?f=NpJXjL04oVPEofjUaUuxMQ

Step Two: Reference Forms
Have two (2) references submit online reference forms no later than 5 p.m., January 30, 2015.

Share this online reference form link with your two references: https://adobeformscentral.com/?f=A6ua7kvzCxAjrPlsITQ8Q

Step Three: Individual Interviews & Notifications
Final candidate interviews based upon application and references will be scheduled for February 9-13, 2015. Students selected as Orientation Advisors for 2015 will be notified by the week of February 23, 2015.

QUESTIONS
For questions about the Orientation Advisor position, please contact:
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