

Title	Warren College Orientation Assistant (2017)		
Duration	June 19, 2017-September 27, 2017	Work study	not required but may be used
Title Code	Asst III	Employer	UCSD - Warren College
Pay Rate/Hour	\$12		

DESCRIPTION

Serving under the supervision of the Warren College Orientation Coordinators, assist with Orientation logistics and activities for 2017 College Orientation programs.

Responsibilities include:

- Assisting with preparation of Orientation packets and materials, make signs, escort participants with special needs, etc.
- Posting signage for Orientation and its segments
- Set-up, breakdown and moving of tents, tables, and chairs
- Setting up registration materials
- Assisting with student and parent check-in and registration at each Orientation session
- Assisting with meals and coordination of food and beverage breaks
- Conducting tours of the campus to acquaint students with campus services, resources, building locations
- Assisting with setup and execution of New Student Welcome Activity
- Working closely with members of College staff in addressing program needs
- Assisting with Orientation duties upon request

Physical requirements/special considerations of employment:

- Some lifting of heavy boxes and moving of tents, tables, and chairs

Mandatory meeting/session dates

- Must be available to work irregular hours beginning mid-late June and mid-late September to assist with the June and September Orientation programs.

Compensation

- \$12.00/hour
- Breakfast and lunch are provided during each orientation program

- Housing is **NOT** provided for Orientation Assistants

Work Schedule (all start and end times are estimates)

Training & Prep: June 19 from Noon-5:00 pm

Training & Prep: June 20 & 21 from 8:00 am-5:00 pm

Orientation Sessions: June 22 and 23 from 6:30 am-6:30 pm

Training & Prep: September 13 & 14 from 8:00 am - 5:00 pm

Orientation Sessions: September 15 and 19 from 6:30 am-6:00 pm (possible backup dates September 18 and 20)

New Student Welcome: September 25 - Time TBD

Qualifications

- Must be registered UC undergraduate student
- Must pay UCSD student services fees each quarter working (SP'16 UCSD student services fees to work summer).
- Must be able to communicate effectively, function as a team member and display an awareness of and sensitivity to cultural diversity
- Must have general knowledge of Warren College community, academic requirements, and the student experience.

How to Apply

Interested applicants should apply by dropping off their application at the Warren College Student Affairs Office, EBU3B Room 1148 before 12:00 pm on Friday, April 21, 2017

NOTE: If you have any relatives employed at UCSD, you must include the name, relationship and department where employed in your cover letter. This information is used only for the purpose of complying with the University's nepotism policy.