

WARREN COLLEGE ORIENTATION ASSISTANT

Title	Warren College Orientation Assistant (2018)	Work study	not required but may be used
Duration	May 21, 2018-September 28, 2018	Employer	UCSD - Warren College
Title Code	Asst III		
Pay Rate/Hour	III - \$12		

DESCRIPTION

Serving under the supervision of the Warren College Orientation Coordinator, assist with Orientation logistics and activities for 2018 College Orientation programs.

Responsibilities include:

- Assisting with preparation of Orientation packets and materials, making signs, escorting 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/family 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, and 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 September to assist with the 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 & Job Orientation: 2 hour session during Spring Week 8 or 10, TBD

Training & Orientation Prep: September 12, 13, 14, 17, 18, and/or 19 from 8:00 am-5:00 pm

Orientation Sessions: September 20, 21, and 24 from 6:30 am-7:00 pm (possible backup dates September 17 and 19)

New Student Welcome: September 24 - Time TBD

** These are approximate dates for the program and may vary slightly based on enrollment

Qualifications

- Must be registered UC undergraduate student
- Must pay UCSD student services fees each quarter working (SP'18 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 Wednesday, April 18, 2018

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