

Orientation Student Advisor

New Student Services/Family Outreach

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- Position Title:** Orientation Student Advisor **Position Classification:** Peer Advisor 2
- Wage:** \$11.00/hour. Most meals during program dates as well as on-campus housing in an assigned residence hall are provided at Transitions and Summerstart programs.
- Reports to:** Program Director, New Student Services/Family Outreach (NSSFO)
- Hours/Week:** 30-40 hours/week during summer programs; additional hours offered during scheduled programs during the academic year. Must be available for all program and training dates, some of which occur during weekend and evening hours.
- Application Process:** Applications are available via the NSSFO Web site at www.nssfo.wwu.edu and the Student Employment website at www.finaid.wwu.edu/studentjobs/. **Application deadline is: 12:00pm (noon) on Thursday, February 2, 2017.**
- Start date:** Primary employment begins during summer orientation preparation, training and programs. Additional and optional employment opportunities may also be offered during spring quarter 2017.

Position Description:

The New Student Services/Family Outreach (NSSFO) office fosters student learning and development by supporting new students and family members in their transition to the academic, personal, and social experience of Western Washington University.

NSSFO employs a diverse team of dedicated, accountable, resourceful, and enthusiastic student leaders as Orientation Student Advisors (OSAs) to welcome and assist new students and families with their transition to Western. During orientation programs, OSAs make important connections with new students and families, share valuable campus and community resources through conversations and presentations, facilitate group activities and discussions and work collaboratively with peer and professional staff to create a positive and successful orientation experience in alignment with NSSFO mission and goals.

OSAs are required to work Transitions, Summerstart and Western Welcome Week/Fall Advising programs. OSAs are required to live in an assigned residence hall during all Summerstart sessions. On-campus housing also will be available, but not required, during the Transitions training, Transitions program and Summerstart training periods.

Minimum Qualifications:

- Undergraduate in good academic standing (minimum WWU GPA of 2.0) at the time of application and during employment, and intending to enroll Fall 2017.
- Prefer successful completion of at least three quarters of academic coursework on main campus prior to Summer 2017.
- Strong leadership, communication, public speaking and customer service skills.
- Commitment to serving students, families, staff and community members; be a positive representative of WWU at all times.
- Ability to work successfully both independently and collaboratively as a team.
- Be punctual, reliable and professional in the performance of all responsibilities.
- Positive attitude, work ethic and energy throughout all program activities.

Direct Position Responsibilities:

- Participate in a variety of program assignments which may include: material preparation, greeting and directing participants, program check-in, panel discussions, staffing the WWU information booth, evening activities, and other duties as assigned.
- Facilitate orientation sessions and lead presentations designed to familiarize new students with WWU's campus, community, policies, expectations, traditions, values, resources, and services.
- Live in an assigned residence hall during all Summerstart program dates.
- Support Resident Advisors and Housing staff in the communication of residence hall policies during Summerstart.
- Must adhere to and promote WWU policies, and Washington State and Federal laws.
- Must act and work in accordance with WWU and NSSFO mission and goals.
- Serve as a positive role model and representative of WWU at all times.

General Position Responsibilities & Expectations:

- Understand that your OSA position is your primary commitment during all programs and training.
- In consultation with NSSFO staff, contribute to the overall development of NSSFO programs, workshops and events.
- Participate in the planning and development of NSSFO programs and activities; complete other duties as assigned.

- May not work as a Summer Resident Advisor.
- Enrollment in a six-week Summer Session course may be possible in consultation with NSSFO.

Timeline of Training and Program Dates

All dates are **mandatory** and essential to the Orientation Student Advisor position; additional training and program activities may be scheduled. In specific situations, NSSFO may be able work around certain individual conflicts on a case-by-case basis. For more information, please contact New Student Services/Family Outreach at (360) 650-3846 or nssfo@wwu.edu.

WINTER APPLICATION PROCESS	DATES (anticipated, subject to change)
Applications Due (Online process)	Thursday, February 2, 2017 at 12pm (noon)
Group Interviews	Begin the week of February 13, 2017
Individual Interviews	Begin around the week of February 21, 2017
SPRING PROGRAMS	DATES (anticipated, subject to change)
Western Preview <i>(optional; volunteer opportunity)</i>	Saturday, April 1, 2017
Back 2 Bellingham <i>(optional)</i>	May 19 – 21, 2017
New Student Phonathon <i>(optional; evenings)</i>	May 23 – 25, 2017
SUMMER & FALL PROGRAMS	DATES (anticipated, subject to change)
Student & Family Packet Stuffing & Prep <i>(optional work opportunity for new & returning staff)</i>	July 10 – 14, 2017 (hours TBD)
Transitions Staff Training	Monday, July 17 – Wednesday, July 19, 2017
Transitions - Transfer Student Orientation Program Dates 2017	Thursday, July 20, 2017 Friday, July 21, 2017 Monday, July 24, 2017
Summerstart Staff Training	Wednesday, July 26 - Friday, July 28, 2017
Summerstart – Freshmen Student Orientation Program Dates 2017	July 31 - August 17, 2017
Western Welcome Week Activities	September 16 – 19, 2017
Fall Advising & Orientation / Family Orientation	Sunday, September 17 and Monday, September 18, 2017
Convocation <i>(evening)</i>	Tuesday, September 19, 2017
Additional work during the academic year offered during NSSFO-related events: Fall Family Open House, Back 2 Bellingham, Quarterly Orientation Programs, Western Reads events, etc.	

Optional Student Leadership Development Opportunity

In Spring 2017, a Leadership Studies course (LDST 297) will be offered that provides a theoretical foundation and practical application of leadership competencies for students who serve in peer leadership capacities on campus (e.g., peer educators, peer advisors, student program leaders). Students will learn about leadership theory by practically applying concepts to their roles on campus and in their communities, and engage in assignments to help articulate and reflect on those experiences.

Students from various programs will meet together in large lecture sessions on Tuesdays and then meet in smaller leadership 'context' discussion sections associated with their specific leadership roles on campus on Thursdays for this 3-credit class. Enrollment in and completion of this class is not required for employment as an OSA; there will be a context section for OSA's for those who do choose to enroll. Details will be discussed during the interview process.