Orientation Student Advisor
New Student Services/Family Outreach
Old Main 300  360.650.3846  nssfo@wwu.edu  www.nssfo.wwu.edu

Position Title: Orientation Student Advisor  Position Classification: Peer Advisor 1
Wage: $11.50/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/. Priority deadline for applications is: 12:00pm (noon) on Monday, February 5, 2018. Applications received after that will be considered on an on-going basis as the position is open until filled.

Start date: Training begins spring quarter (see specific dates below; candidates are REQUIRED to attend training). Primary employment begins during the summer and fall orientation program season, including program preparation support, additional staff training, and the program dates. Additional employment opportunities may also be offered during the 2018-19 academic year (e.g. family weekends, NSSFO programs, etc.).

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 during training dates in spring quarter as well as training and program dates for the 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 is also provided (but not required) during Transitions training and program and Summerstart training.

Minimum Qualifications:
- Undergraduate in good academic standing (min. WWU GPA of 2.0) (time of application and employment; intend to enroll Fall 2018.
- Strong leadership, communication, presentation, and customer service skills.
- Commitment to serve new students and families, and positively represent WWU at all times.
- Ability to work successfully both independently and collaboratively on a team; ability to work extended hours.
- Be punctual, reliable and professional in the performance of all responsibilities; demonstrate positive attitude and work ethic.

Preferred Qualifications:
- Completion (GPA of 2.0 or higher) of at least three quarters of academic coursework on main campus prior to Summer 2018.
- Successful completion of complementary academic coursework and/or co-curricular activities (e.g. Leadership Studies or Communications coursework, participation in campus clubs/organizations, volunteer/service-learning activities, etc.).

General Position Responsibilities & Expectations:
- 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.
- Must live in an assigned residence hall during all Summerstart program dates.
- Support Housing staff in communicating residence hall policies; adhere to WWU policies, and Washington State and Federal laws.
- Must act and work in accordance with WWU and NSSFO mission and goals, and serve as a positive role model and representative of WWU at all times.
- Understand that your OSA position is your primary commitment during all programs and training.
- May not work as a Summer Resident Advisor.
- Enrollment in a six-week Summer Session course may be possible in consultation with NSSFO. Enrollment in a nine-week Summer Session course may NOT be possible to accommodate.
Timeline of Training and Program Dates:

Please note the REQUIRED training and program dates on the timeline. Inability to complete the mandatory training and program dates may affect your eligibility to be hired. In specific situations, NSSFO may be able to work around individual conflicts on a case-by-case basis, however, the OSA position is expected to be your primary commitment. For more information, please contact New Student Services/Family Outreach at (360) 650-3846 or nssfo@wwu.edu.

### New Student Services / Family Outreach

<table>
<thead>
<tr>
<th>Recruitment / Hiring / Training / Employment Timeline</th>
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<tbody>
<tr>
<td><strong>WINTER APPLICATION PROCESS</strong></td>
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<tr>
<td>Priority Deadline for Applications</td>
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<tr>
<td>(Online process; positions open until filled)</td>
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<tr>
<td>Monday, February 5, 2018 at 12pm (noon)</td>
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<tr>
<td>Group Interviews</td>
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<td>Begin the week of February 12, 2018</td>
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<tr>
<td>Individual Interviews</td>
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<td>Begin around the week of February 20, 2018</td>
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**SPRING TRAINING & PROGRAMS**

- **Western Preview** *(optional; volunteer opportunity)*
  - Saturday, April 7, 2018

**REQUIRED: Spring Training**
- Saturday, April 28, 2018; 9:00am - 5:00pm

**New Student Phone-a-thon** *(optional; evenings; paid)*
- May 21 – 24, 2018

**SUMMER TRAINING & PROGRAMS**

- **Orientation Program Prep** *(optional; paid)*
  - July 16 – 20, 2018 *(hours TBD)*

**REQUIRED: Transitions Staff Training**
- Monday, July 23 – Wednesday, July 25, 2018

**REQUIRED: Transitions - Transfer Student Orientation Program Dates 2018**
- July 26, 27, and 30, 2018

**REQUIRED: Summerstart Staff Training**
- Wednesday, August 1 - Friday, August 3, 2018

**REQUIRED: Summerstart – Freshmen Student Orientation Program Dates 2018**
- August 6-23, 2018 *(no programs on Aug. 12 or 19)*

**FALL PROGRAMS & WESTERN WELCOME WEEK**

- **Out-of-State Student Dinner** *(paid; most staff needed)*
  - Saturday, September 22, 2018

**REQUIRED: Fall Student & Family Orientation**
- Sunday, September 23, 2018

**REQUIRED: Fall Advising & Orientation**
- Monday, September 24, 2018

**REQUIRED: Welcoming Convocation** *(evening)*
- Tuesday, September 25, 2018

**Fall Quarter Classes Begin on Wednesday, September 26, 2018**

*Additional paid work during the academic year offered during NSSFO-related events: Fall Family Weekend, Quarterly Orientation Programs, Western Reads events, etc.*