



## **New Spider Orientation Programs| Orientation Advisor Job Description**

The Orientation Advisor position is a critical student leadership position that represents the University of Richmond to its incoming first-year and transfer students and their families. The University strives to assemble a dynamic team of students who are passionate about the University, can serve as a role model to their peers, and who have a genuine desire to work towards building an inclusive community.

*Important Note: Students may not serve as both an OA and a member of Spiderboard Executive Board, Peer Sexual Misconduct Advisors (PMSA) OR Resident Assistant (RA) due to scheduling conflicts throughout training and orientation processes.*

### **General Expectations and Responsibilities:**

- Fully participate in all training, orientation sessions, and dates of service listed on the OA application
- Serve as a mentor and role model to incoming students
- Work as a team with other OAs, Orientation Leaders (OLs) and professional staff
- Participate and assist with the organization, preparation and implementation of a New Spider programming
- Facilitate, with another OA, small group discussions and activities
- Provide quality customer service to families and guests by answering questions, providing direction, etc.
- Abide by and reinforce the Student Code of Conduct, University policies and state law
- Demonstrate reliability, responsibility, helpfulness and flexibility
- Work and communicate effectively with a diverse group of people
- Respect the humanity of others and practice a willingness to learn about other people's lived experiences
- Exhibit a desire to learn about and represent the University of Richmond

### **Qualifications:**

- Be a full-time student during the current and upcoming academic year (or have approval of the Dean of Richmond or Westhampton College to be part-time).
- Have and maintain good academic standing
- Have abided by the Student Code of Conduct and abide by University policies and state laws
- Have and maintain good conduct with no outstanding conduct sanctions
- Have a 2.5 cumulative GPA
- If at any point after being hired into the position you do not meet these qualifications, you may be asked to leave the Orientation Team

### **Remuneration:**

- Satisfy a WELL 101 requirement towards your degree requirements (for new OAs)
- Around \$13 an hour (pay rate will slightly increase depending on years of service in the position)
- Receive housing (in your Fall on-campus housing assignment) throughout the duration of August training and orientation at no cost

- Receive all meals throughout the duration of August training and orientation at no cost
- Receive University gear
- Gain invaluable leadership opportunities and professional development experience that looks great on a resume to potential employers
- Network with University staff and fellow student leaders, as well as gain knowledge of campus resources and services
- *Note: Renumeration is subject to students' performance on the team and is not guaranteed to hired students who are unable to participate in the role's programming (including, but not limited to, illness and family emergencies). For questions regarding renumeration, please contact Sage Ober, Director of Living-Learning and New Student Programs, at [sober@richmond.edu](mailto:sober@richmond.edu), or Jason Honesto, Assistant Director of New Student Programs, at [jason.honesto@richmond.edu](mailto:jason.honesto@richmond.edu)*

**Time Commitment:**

- Successfully complete the WELL 101 Orientation Advisor class (weekly, the six weeks after spring break) (for new OAs)
- Return to campus early for orientation advisor training, as your primary responsibility, by the date communicated in the OA application
- Fully participate, as your primary responsibility, in your assigned pre-orientation responsibilities and New Spider Orientation programs

*Please note that this position description and communicated remuneration are subject to change based on mode of delivery, changes to the academic calendar, and/or availability of resources. Changes will be communicated as soon as they are available.*