



## Orientation & Transition Ambassadors (OTA)

**Position Type:** Orientation & Transition Ambassador

**Term:** August 2018- April 2019

**Time Commitment:** 5 hours a week throughout August and both academic semesters

**Pay Scale:** Student will receive \$900 for the fall semester and \$700 for the winter semester for a total of \$1600.00 per academic year. Payments will be made near the end of each semester.

### What is TRU Orientation & Transition?

Orientation (the welcome activities offered to new students) and transition (the process by which new students adjust to university life and develop skills to succeed academically) is a pan-university priority and a key strategy in supporting student success, retention and learning.

The Orientation & Transition team, comprised of professional and student staff, strives to create a warm, welcoming and academically supportive community for over 3,000 new-to-TRU students each year. Laddered student staff positions within the office provide enriched educational experiences for students to learn and grow while shaping the student experience.

### Organizational Relationship

TRU Orientation & Transition Ambassadors receive direct support and direction from the Orientation & Transition Team within the Office of Student Affairs.

TRU Orientation & Transition Ambassadors are expected to work alongside TRU campus staff, faculty, other volunteers and community members.

### Responsibilities:

- Aiding in the delivery and design of the orientation volunteer in-person training sessions
- Directing and overseeing the volunteers and orientation leaders on the day of orientation events
- Support the development of the Orientation & Transition Peer program and provide mentorship to students in these roles.
- Providing information and guidance to interested students and other relevant parties at booths around campus and at other campus and community events
- Support the planning and delivery of various orientation & transition events (ie. monthly workshops)
- Attending regular monthly meetings

- Acting as a point of contact for new-to-TRU students in a mentorship role. Be a friendly face and act as a resource for personal and academic support and provide referrals to campus and community resources

### **Training Requirements:**

- Participate in and complete summer training modules (online and up to 3 hours)
- Team training/brainstorm sessions first shift beginning of August
- Attend mandatory training sessions (team building) TBA beginning of September
- Attend regular monthly meetings

### **Qualifications:**

- Able to commit to 5 hours/week in August and **both** fall/winter semesters
- Completed a full academic year at TRU
- Be enrolled at TRU during the 2018-2019 year
- Able to work with minimal supervision, in small groups, and in a team environment
- Be friendly and professional
- Strong interpersonal, verbal, written, and cross-cultural communication skills
- Respect for and enthusiasm about serving a diverse population
- Reliable, responsible and punctual
- Enthusiasm for TRU campus and supporting new-to-TRU students
- Be in good academic standing, GPA of 2.50
- Willingness to speak in front of a group and set a positive tone for future interactions

### **Benefits:**

- Expand TRU experience through helping fellow students and enhancing TRU's sense of community
- Develop and enhance communication, interpersonal, and organizational skills
- Enhance networking skills
- Gain personal satisfaction and growth
- Develop teamwork and leadership skills
- Be a valued part of the fun and excitement of TRU orientation & transitions
- Given the opportunity to attend leadership conferences and pro-d opportunities
- Potential to earn valuable references for job and award applications

### **Selection process:**

- All applicants will be contacted via email on the status of their application
- Applicants will be short-listed; those students short-listed will be asked to come in for a panel interview the week of April 2-6, 2018.
- Successful applicants will be notified the week of April 9-13, 2018.