

Job Description	<p>Assist with Freshman Orientation activities for 2016 Revelle College Orientation program.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Assisting with student and parent check-in and registration at each Orientation session • Setting up registration materials • Posting signage for Orientation and its segments • Set-up, breakdown, and moving of tables and chairs • Actively participate in Orientation activities • Assisting with meals, coordinate food and beverage breaks, monitor t-shirt distribution • Working closely with members of College staff in addressing program needs • Assisting with Orientation duties upon request <p>Physical requirements/special considerations of employment: Some lifting of heavy boxes and moving of tables and chairs</p>
Mandatory Meeting/ Session Dates	<ul style="list-style-type: none"> • Must be available to work June 13, 2016-June 24, 2016 to assist with the June Freshman Orientation programs • Must be available to work September 14, 2016-September 16, 2016 to assist with the September Freshman Orientation programs • Orientation Sessions
June Training and Prep	June Training and Prep: June 13-14, 2016
September Training and Prep	September Training and Prep: September 14, 2016
Compensation	<ul style="list-style-type: none"> • \$11/hour • Housing is not provided for Orientation Assistants • Breakfast & lunch are provided during each Orientation day (some dinners may also be provided)
Work Schedule	<ul style="list-style-type: none"> • June Training and Prep Day 1 & Day 2 • Day 1 of each session 6:00am-6:30pm (two half-hour breaks) • Day 2 of each session 8:00am-2:00pm (one half-hour break each day) • September Training & Prep
Orientation Dates	<ul style="list-style-type: none"> • June Orientation Session 1: June 16-17, 2016 • June Orientation Session 2: June 20-21, 2016 • June Orientation Session 3: June 23-24, 2016 • September Orientation Session: September 15-16, 2016
Qualifications	<ul style="list-style-type: none"> • Must be registered UC undergraduate student • Must pay UCSD student services fees each quarter working (SP '16 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 an overall commitment to Revelle College • Must be available to work irregular hours • Must be authorized to work in the US and provide all supporting documents • Must have thorough knowledge of Revelle College and the Revelle College community