New Spider Orientation Programs
Multicultural Pre-O, International Orientation, Roadmap, and New Spider Orientation

Fall 2023 Orientation Advisor Position 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.

Orientation Advisors (OA’s) serve both a Transition Program (Roadmap to Success/Endeavor, International Orientation, or Multicultural Pre-O) as well as New Spider Orientation.

Expectations and Responsibilities:
- Fully participate in all training, orientation sessions, and dates of service listed below
- 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 Transition Program (Roadmap, International Orientation, or Multicultural Pre-O) and New Spider Orientation
- Facilitate, with another OA, small group discussions and activities
- Provide 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 the ability to be reliable, responsible, helpful and flexible
- Demonstrate the ability to work and communicate effectively with a diverse group of people
- Demonstrate respect and humanity for others and 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 2022-23 and 2023-24 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

Remuneration:
- Satisfy a WELL 200 requirement towards your degree requirements (for new OAs)
- The pay amount you will earn is currently being determined as we are currently working with other offices at the institution to look at how Orientation staff is paid. We will be providing you with an update on the amount you will earn at the end of the fall semester.
- Receive housing (in your 2023-24 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 including t-shirts, water bottles, and other items
• 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

Time Commitment:
• Successfully complete the WELL 200 Orientation Advisor class (weekly, the six weeks after spring break 2023) (for new OAs)
• Return to campus in early August for orientation advisor training, as your primary responsibility, on August 14 by 4pm
• Fully participate, as your primary responsibility, in your assigned Transition Program and New Spider Orientation programs (Sunday, August 20 – Saturday, August 26, 2023)

Because of the COVID-19 pandemic and the University’s response, the position description and remuneration are subject to change based on mode of delivery, changes to the academic calendar, or availability of resources. Changes will be communicated as soon as they are available.