

2009 Orientation Check-In Staff

Orientation & First-Year Programs Office

of Positions: 10

Salary: \$8.25/hour

Time Commitment: 2 training sessions held during April/May, specific dates to be determined

June 8 & June 9: ½ day of training held on each day.

June 10-July 16 AND August 20 & August 31:
7:30/7:45am-11:15/11:30am (M-Th), approximately 15 hours/week.

Note: June 29-July 3 off

July 20, 21, August 10-14, August 18, 19, 26, 27 & September 4: 7:15/7:30am-9:15/9:30am, approximately 10 hours/week.

Responsibilities: The responsibilities of this position include:

- Set up and organization of supplies and materials for each day
- Checking in of new students and parents (including handing out materials, answering questions/concerns)
- Clean up after check-in is over for the morning
- Facilitating late students/parents checking in
- Other projects/tasks as assigned

Qualifications: The ideal candidate:

- Demonstrates initiative
- Is punctual, reliable and consistent
- Is approachable, positive, friendly, and has a pro-active customer service philosophy
- Multitasks and has strong organizational skills
- Has a strong aptitude for retention of detailed information and can accurately explain this information to others
- Has a team-oriented attitude
- Demonstrates problem solving skills
- Is patient and is able to adapt to changing situations and details