Engineering Orientation Ambassador

Job Title: Orientation Ambassador
Supervisor: Stephanie Rinehart
Engineering Academic Success and Engagement

Must Provide: Resume
Resume Due: March 4, 2024
Email to: Stephanie Rinehart, rinehart.232@osu.edu

Time Commitment: 25 hours per week
Preferred: 25 hours per week
Start Date: May 20, 2024
End Date: July 26, 2024

Wage: $14.00/hour
Interviews: Will be held by appointment
Positions available: 3

Job Description:
The Orientation Ambassador is under the supervision of a Senior Advisor within the College of Engineering Academic Success and Engagement office. This position will assist with summer orientation, preparing for Autumn 2024 survey courses, and have various other responsibilities within the department. This position will also work with other advisors, ambassadors, and OSU students and parents. Orientation Ambassadors must commit to a weekly work schedule, which will be developed prior to summer orientation. The following outline summarizes Orientation Ambassador duties, although duties are not limited to the items listed below:

Job Specific Tasks:
♦ Communicate with advisors, students, and parents
♦ Assist with summer orientation programming including:
  o Check-in and welcome students for orientation
  o Update handouts and create copies
  o Monitor scheduling lab and Purdue Spatial -Visualization Test (SVT)
  o Assist students with creating AU24 schedules
  o Create and maintain files for New First Year Students (NFYS)
  o Provide directions for students and parents to various locations on campus
  o Assist with the maintenance of Engineering GE Qualtrics survey
  o Speak with students and guests after the orientation overview presentation
♦ Contribute to the planning and preparation of ENGR 1100.15
♦ Other duties as assigned by the Director of Advising and Academic Advisors within the College of Engineering Academic Success and Engagement office

Knowledge, Skills, and Experience:
♦ Possess proficient time management skills, organizational skills, and work ethic
♦ Demonstrate the willingness and ability to learn
♦ Display effective communication skills and stress management
♦ Display high level of professionalism in working with students and parents
♦ Be able make sound decisions and take initiative
♦ Be flexible and able to work well with others

Time Commitment
♦ Maintain 25 hours per week and follow work schedule, as established with supervisor, most likely:
  • M-F 8:30am-1:30pm

Students applying to this position must be in good university-level academic standing (2.0 cumulative GPA or higher) and be in good standing in their engineering major program.