

Position	Job Description	Skills that are assets	Time Commitment
Orientation Leader for High School Students (HS OL)	<ul style="list-style-type: none"> • Lead a group of first year U of A students during the days of Orientation. This includes: <ul style="list-style-type: none"> ◦ Facilitating small group sessions ◦ Leading a tour of campus ◦ Leading groups to different sessions and presentations 	<ul style="list-style-type: none"> • Effective communication skills • Teamwork/leadership skills • Good interpersonal skills • Knowledge of and/or willingness to learn about the U of A and what it has to offer 	<ul style="list-style-type: none"> • Volunteer Orientation on March 31st • Orientation Leader training on September 1st & 2nd • Orientation days of September 3rd & 4th
U of A Exclusive Volunteers (UAX OL)	<ul style="list-style-type: none"> • Lead groups of new U of A mature and transfer students during the days of Orientation. This includes: <ul style="list-style-type: none"> ◦ Facilitating small group sessions ◦ Leading tours of campus ◦ Leading groups to different sessions and presentations 		
Orientation Program Assistant (OPA)	<ul style="list-style-type: none"> • Assist with the set-up for Orientation • Assist with the registration process for students attending Orientation • Staffing the Info Tents during the days of Orientation • Help with other duties as assigned by the Orientation Staff 	<ul style="list-style-type: none"> • Problem solving skills • Organizational skills • Strong work ethic 	<ul style="list-style-type: none"> • Volunteer Orientation on March 31st • Orientation Leader training on September 1st & 2nd • Orientation days of September 3rd & 4th
Orientation Presenter Facilitator (OPF)	<ul style="list-style-type: none"> • Assist with presentations on August 31st and September 1st to large groups of new U of A students • Assist in the development of presentations during the summer • Assist the Orientation Programs Coordinator 	<ul style="list-style-type: none"> • Public speaking skills • Presentation skills • Effective communication skills • Knowledge of and/or willingness to learn about the U of A and what it has to offer • Ability to work well with others 	<ul style="list-style-type: none"> • Volunteer Orientation on March 31st • Presenter training on May 10th • Presenter retreat on May 18th and 19th • Summer meetings & planning sessions • Dress rehearsals in July and August • Orientation Leader training on September 1st & 2nd • Orientation days of September 3rd & 4th
Orientation Photography Technician (OPT)	<ul style="list-style-type: none"> • Approach groups and individuals during Orientation events for picture taking • Reporting to the Orientation staff regarding tasks, picture submission and picture selection • Must own and provide own camera (preferable if camera is mid-to-high-end or professional) • Must provide portfolio or exemplars of work (do not have to be profession 	<ul style="list-style-type: none"> • Must be able to approach groups and individuals to organize photo-ops. • Communication Skills • Efficiently navigate and transit across campus 	<ul style="list-style-type: none"> • Volunteer Orientation on March 31st • Orientation BBQ June 21th • Orientation Leader training on September 1st & 2nd • Orientation days of September 3rd & 4th