Parent and Guest Program Assistant

**General Description:** The Parent and Guest Program Assistant (PGA) is a member of the orientation leadership (OL). The PGA will be responsible for helping with summer orientation. The PGA will begin work in May before the orientation staff begins in order to assist with training and preparation. The PGA will work alongside the other OL’s as role models and helping hands for summer orientation staff. The parent and guest program assistant needs to be professional, be able to problem solve, and relatable.

- Time Commitment: May 9th 2018- July 17th 2018
- Available for all 2018 orientation dates: April 20, April 27; June 1, June 4-5 June 6, June 7-8, June 11-12, June 13, June 14-15, June 18-19, June 21-22, June 25-26, June 27, June 28-29, July 2-3, July 9-10, July 11, July 12-13

**Compensation:**
- $9.00 per hour pay during the Spring semester for April orientation sessions
- A stipend of $2,400 from May 9th, 2018- July 17th, 2018
- On-campus housing during Summer Orientation
- Most meals during summer orientation programming and dining dollars

**Preferred Qualifications:**
- Been a member of an orientation program such as Summer Orientation, Jump Start, and/or UNI Now
- Excellent communication skills, both written and oral
- Ability to work with students and guests in person, over the phone and through e-mail
- Creativity and willingness to take the initiative
- Ability to multi-task and efficiently use work time
- Ability to solve problems and make decisions on their own
- Strong organizational skills and attention to detail
- Ability to contribute to a team-oriented environment
- Knowledge of the University
- Experience working in an office environment
- Willingness to learn
- Experience working with parents and guest

**Responsibilities:**
- Assist with orientation sessions (April, June, July and August)
- Assist with all orientation responsibilities such as summer prep, check in procedures, group facilitation, program presentations, etc
- Lead and help with all parent and guest programming
- Facilitate presentations for parents and guests
- Provide input and feedback for the development of orientation sessions during the Spring, Summer, and Fall
- Participate in work collaboratively with offices and departments to create holistic educational sessions for each of the respective orientation programs.
- Participate in orientation sessions during Spring, Summer, and Fall
- Serve as a point of contact for new students and their guests
- Assist with the evaluation of the orientation programs
- Respond to emergencies involving guests in the residence halls
- Responsible for the creation and implementation of professional development activities for staff
- Lead committees for training and preparation
- Directly meet with 6 orientation staff members twice throughout the summer
- Assist with the development of new initiatives such as “siblings day”
- Provide quality customer service to each student and guest
- Other duties as assigned