

BRYN MAWR

COLLEGE

ACTIVITIES & ORIENTATION ASSISTANT JOB DESCRIPTION 2023-2024

Introduction

Bryn Mawr College believes that living with other students is a valuable part of the college experience. The Activities & Orientation Assistants (AOAs) are vital part of the mission both within the dorm and in the campus community helping to create a vibrant, purposeful, and supportive college community where students make a difference, develop healthy and meaningful relationships with others, advocate for their interests, learn about themselves, and develop leadership and life skills.

Statement of Duties

The Activities & Orientation Assistant is a rising sophomore or junior or senior student assigned to a residence hall who provides educational and social programming to their dorm and campus community. They are mentored by the office Graduate Assistant and supervised by the Student Engagement Coordinator.

Roles and Responsibilities

Community Development and Resource:

- Take initiative to get to know your CPs, DLT members, new and other students in your dorm.
- Maintain a strong and visible presence within the dorm.
- Model positive behavior that aligns with the Honor Code and serve as a role model to all students.
- Follow guidelines for community living and address behavior which impacts the life of the community and its members.
- Act as a resource to all students in getting involved and having fun on campus and in Philadelphia.
- Act as a resource on transportation options in getting to and around Philadelphia.
- Be knowledgeable about campus resources, policies, and offerings of Student Engagement & New Student Programs.

Event Management and Staffing

- Host two events per semester in collaboration with the Student Engagement Coordinator
 - These events will be determined by the students and office.
- Publicize, manage, and staff events and trips planned by the Student Engagement & New Student Programs office and student clubs regardless of interest taking into consideration event management policies and procedures.
- Staff student parties to ensure a safe environment and compliance with College policies and intervene and if necessary, contact Campus Safety for assistance.
- Complete event report forms following each event, party, or trip.

Customs and New Student Orientation (Customs Week)

- Staff all events and activities taking place during New Student Orientation.

- Be a resource to all new students and their families, and other DLT members during New Student Orientation.

Peer Educator & Leadership

- Successfully complete Certified Peer Educator course.
- Successfully complete TIPS training and certification test.
- Assist in providing dorm based educational sessions on alcohol, drugs, hazing, and bystander intervention.
- Provide support to the Customs People who reside in your assigned dorms as needed.
- Provide leadership and support to students who reside in your assigned dorm(s).
- Aid and assist clubs and event planning as delegated by the Student Engagement Coordinator.

Student Activities & Orientation Team Member

Activities & Orientation Assistants are required to attend and participate in bi-weekly team meetings, bi-weekly mentor sessions, and educational training sessions. AOAs are expected to maintain regular contact with their DLT and all students who reside in their assigned dorm. In addition, it is expected that AOAs will accomplish the following:

- Successfully complete all mandatory online education modules.
- Attend all DLT training sessions (please note that these sessions are mandatory).
- Host one open office hour per week in your dorm.
- Facilitate dorm programs every semester
 - Drug & Alcohol education
 - Stress Buster
- Staff parties and events as representatives of Student Engagement & New Student Programs taking into consideration event management policies and procedures.
- Assist student clubs and individual students on planning events and parties as delegated from the Student Engagement Coordinator.
- Attend weekly SGA meetings in rotation with other AOAs.
- Work one office hour per week at the Student Engagement & New Student Programs office.
- Assist with office tasks as needed.

Dorm Leadership Team Member

As members of Dorm Leadership Teams, students are encouraged to work together to achieve group goals and maintain positive communities throughout the residence halls. It is expected that students will take their roles in the DLT seriously and that they will communicate effectively with teammates and with support staff (Dean's Office, Residential Life, Student Engagement & New Student Programs, or Pensby Center) to do so. In addition to collaborating within dorm spaces to create safe, productive residential environments, it is expected that DLT members will accomplish the following tasks:

- Educate the dorm community about various responsibilities of the DLT and the positions within the DLT, as well as the support resources that each position offers.
- Maintain a strong presence within the dorm by keeping office hours, being available during high-need periods, and other mechanisms.
- Communicate with administrators, namely the DLT support staff, when situations arise that warrant administrator input or involvement.
- Attend all DLT training sessions, which occur before the start of the academic year and throughout each semester.
- Attend the administrative tasks associated with a DLT position.
- Attend meetings with fellow DLT members throughout the semester.

In order to ensure that DLT members can achieve the above tasks, all DLT members are limited to holding **only one** position within the DLT. If a DLT member fails to satisfactorily complete the above tasks, the DLT support staff reserves the right to hold students to their position agreement, including the removal from the DLT.

Title IX Responsibilities

Activities & Orientation Assistants are responsible people for all students matriculated at Bryn Mawr College and are required to report any information related to sexual assault, harassment and discrimination to the Title IX Coordinator.

Assignment to Specific Dorm and Room

AOA is an on campus position and those selected will be assigned a specific room by the DLT committee and will have responsibility for a specific dorm or dorms. Acceptance of the position requires acceptance of the room assignment.

Academic Standards

Activities & Orientation Assistants must be in good academic standing, not on warning or probation, and must be enrolled full-time for the duration of their appointment.

Employment Terms

Activities & Orientation Assistants make a voluntary commitment to serve the community. The principal benefits are the personal growth and experiences that come from working with and helping a diverse and talented group of students; however, AOAs also earn an hourly wage. An average of five hours of work can be expected each week within the dorm. Additional hours may be worked through managing and staffing events sponsored by Student Engagement & New Student Programs, student parties, and student club events.

Length of Appointment

Activities & Orientation Assistants are appointed for the 2023-2024 academic year beginning August 23, 2023. AOAs are compensated a maximum of 50 hours for their time during on campus training and new student orientation. AOAs are paid at the student employment **level 1** rate set for the academic year.

Mandatory Spring and Summer Commitments:

- New AOA April Meet-Up
- August AOA & DLT Training
- Customs Week

Eligibility

The Activities & Orientation Assistant position is open to any rising Sophomore, Junior or Senior that have successfully completed THRIVE and all required online tutorials as a first-year student. Students who are planning to go abroad during the year of their AOA appointment are not eligible to apply.

DLT members are limited to holding only one position within the DLT.

DLT positions are student employment opportunities. To be eligible, applicants must be U.S. citizens or have an employment authorization document (EAD) in addition to a valid social security number (SSN).

Eligibility for Reappointment

Activities & Orientation Assistants are eligible to re-apply for a second or third year. Eligibility, however, does not constitute a commitment of reappointment.

Termination

Termination, by mutual agreement, may be affected at any time. This appointment is also subject to termination by the Student Engagement & New Student Programs office and/or Undergraduate Dean's Office prior to its normal expiration if the enrollment of the student employee at Bryn Mawr College ceases. The appointment may also be terminated for serious failure to satisfactorily meet position responsibilities and/or commitments, failure to academic or employment standards, or conduct that violates College policies or that does not meet the standards of behavior set by the College or the Student Engagement & New Student Programs. Upon termination of employment by the student employee, the College or mutual agreement, remuneration will be prorated to cover only that period for which the individual was employed. In most cases, the termination will include relocation to another room and/or dorm.

Application Procedures

Activities & Orientation Assistants are appointed by the Student Engagement Coordinator on recommendation from a committee composed of both students and staff members of the College.

Application materials are available online at

<https://www.brynmawr.edu/activities/dorm-leadership-team-application>.

All application materials, including required recommendation forms, must be submitted online.

AOA applicants will be interviewed via online or in-person. Applicants will be contacted individually to set a time with the search committee.

Appointments, including mandatory dorm and room assignments, will be announced via email.

FOR FURTHER INFORMATION CONTACT:

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