

Are you planning to be in Blacksburg during the summer?
You could be an Orientation Assistant for University Academic Advising Center?

See the attached description of this position for more information
and details how to apply.

We look forward to hearing from you!

University Studies is seeking Orientation Assistants
to work with academic advisors from July 1 - July 25, 2008.

University Studies will host approximately 1500 students and their families during Virginia Tech summer Orientation in July.

Entering students choose one of 12 Orientation sessions to attend and come to Blacksburg for a two-day Orientation program. Day One is largely devoted to learning about Virginia Tech traditions, and what it means to “be a Hokie”. On Day Two, parents meet with the director of the University Academic Advising Center (the dean for the University Studies students), while students work in small groups with an academic advisor to complete their fall class schedules. UAAC Orientation assistants work primarily with new students on Day Two. The Orientation Assistants with support the academic advisors as needed throughout the orientation period.

Essential Duties and Responsibilities:

- Assist with the student check-in process at the Math Emporium
- Direct the flow of traffic and answer parent questions
- Support advisors while they are working with groups of students
- Help students navigate Hokie Spa, use the timetable, and finalize class schedules
- Provide additional support as needed

Minimum Qualifications:

- Must be available to work from 7:45 am to 12:00 pm Tuesday through Friday, beginning July 8, as well as other days and times for training and Orientation preparations beforehand
- Must have **excellent** interpersonal and communication skills.
- Must be able to lift up to 15 lbs.

Interested students should send a resume and cover letter to Justin Marmor, Graduate Assistant of the University Academic Advising Center by May 16, 2008 at marmorjm@vt.edu or 117 Femoyer Hall.