

BRYN MAWR

COLLEGE

ACTIVITIES & ORIENTATION ASSISTANT JOB DESCRIPTION 2022-2023

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 sophomore, junior, or senior assigned to a residence hall who assists in oversight of the first-year program within their assigned dorm. AOAs also provide educational and social programming to the campus community. They are mentored and supervised by the Student Engagement Coordinator. This is an on-campus position.

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 and New Student Programs.

Event Management and Staffing

- Publicize, manage, and staff events and trips planned by Student Engagement and New Student Programs 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)

- Assist in Customs Person selection process, including candidate interviews and placement.
- Assist in planning New Student Orientation.
- Staff all virtual summer New Student Orientation programming.
- Lead summer discussion groups.

- 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

- Assist in design and implementation of Customs Person training.
- Assist in design and implementation of first-year programming.
- Assist in providing dorm based educational sessions on alcohol, drugs, hazing, and bystander intervention.

Peer Supervisor

- Provide leadership, support, and supervision to the Customs People who reside in your assigned dorm(s).
- Lead regular meetings with CPs.

Student Engagement and New Student Programs Team Member

Activities & Orientation Assistants are required to attend and participate in weekly team meetings, bi-weekly mentor sessions, weekly CP team meetings, and educational trainings sessions. AOAs are expected to maintain regular contact with their DLT, CPs, and all new 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, including but not limited to alcohol, drugs, Title IX, bystander intervention, certified peer educator training.
- Attend all DLT and CP training sessions (please note that these sessions are mandatory).
- Host one open office hour per week in your dorm.
- Facilitate one dorm program each semester for all new students in your dorm.
- Plan two social events for your CPs each semester.
- Staff parties and events as representatives of Student Engagement and New Student Programs taking into consideration event management policies and procedures.
- Assist student clubs and individual students on planning events and parties.
- Attend weekly SGA meetings in a rotation with other AOAs.
- Maintain AOA budget.

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 (Deans' Office, Residential Life, Student Engagement and 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.
- Check in on peers when requested by the Associate Dean or Student Engagement Coordinator.

- 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 to the administrative tasks associated with a DLT position.
- Attend monthly meetings with fellow DLT members per semester, as coordinated and facilitated by the dorm presidents and Residential Life Staff.

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

AOAs will be assigned a specific room and will have responsibility for a specific dorm or dorms. Acceptance of the position requires acceptance of the room assignment. AOAs are expected to live on campus.

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 of 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 5-10 hours of work can be expected each week within the dorm. Additional hours may be worked through managing and staffing event sponsored by Student Engagement and New Student Programs, student parties, and student club events.

Length of Appointment

Activities & Orientation Assistants are appointed for one academic year beginning April 18, 2022; and mandatory trainings and meetings begin prior to the start of the next academic year.

Mandatory Spring and Summer Commitments:

- April Team Hangout
- April New CP Hangout
- May and June New Student Orientation and Customs Training Meetings
- July and August virtual New Student Orientation programming
- August New Student Orientation Conference Calls

Eligibility

The Activities & Orientation Assistant position is open to any rising Sophomore, Junior, or Senior that has 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. AOAs also cannot hold the role of Peer Health Educator.

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 and New Student Programs 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 Student Engagement and New Student Programs. Upon termination of employment by the student employee, the College or mutual agreement, remuneration will be pro-rated 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 Associate Dean of the Undergraduate College on recommendation from a committee comprised 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 must be submitted online by Monday, February 21, 2022.

Appointments, including mandatory dorm and room assignments, will be announced late March or early April.

FOR FURTHER INFORMATION CONTACT:

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