Job Title	G & P Orientation Assistant (OA) Fall 2009
Hours/Terms	Up to 20 hours a week for approximately 3 weeks in August/Sept. Must be available for work
	starting August 10 th . Must also be available to meet in April/May to begin training for check-in
	protocols and planning of orientation events. All OA's will be on hand to staff day-long event on
	Sunday, Sept. 13, 2009. Additional hours may be required.
Salary	\$15/hour
Job Description	G&P International Orientation Assistants (OA's) will work in a team of three to assist the Office
	of International Students & Scholars (OISS) in welcoming and orienting newly-arrived incoming
	international students. The two main areas of responsibility are helping to plan and execute
	orientation programs and events for new graduate and professional students, and assistance
	with check-in as the new students arrive at OISS. Those who serve as OA's enjoy meeting and
	orienting new people, and serving as spirited ambassadors for Yale and New Haven. They enjoy
	encouraging the new arrivals and their accompanying families to ask questions, explore and get
	to know the city and the university, and take part in orientation activities. Arrival and
	orientation weeks are the busiest times of the year, and it is essential that OA's be self-directed,
	energetic and ready to jump in where needed, including answering queries from incoming
	international students through email/on Facebook, etc.
Orientation	Be centrally involved in the planning and execution of creative student-directed orientation
Programming	events for incoming G&P students. Possible events the OA's will lead include information
Responsibilities	sessions, cultural and/or academic orientation, social events, walking tours, scavenger hunts,
	airport pick-up days, etc. Each OA will be required to plan and execute at least two (2)
	orientation events. Recruitment of student volunteers as program/event assistants where
	needed. Overall, OA's work on all aspects of the programming including promoting and
OISS Check in	oversight. Energy, flexibility, and the ability to stay welcoming and cheerful under pressure are key for this
Duties	aspect of the position. Assistance is needed for directing the students, fielding many questions,
Daties	and assisting with the efficiency of the check-in process, which will include front desk and clerical
	support as needed.
Qualifications &	Must be Yale graduate or professional student starting at least 2 nd year
Skills	
	Keen interest in working with diverse populations from around the globe
	Crass gultural communication competency
	Cross-cultural communication competency
	A commitment to courteous and comprehensive customer service
	Able to work well both independently and as part of a team.
	Holds up well under pressure and enjoys a fast-paced work environment.
	Excellent organization skills, reliability and punctuality essential
	Available April (and possibly May) for training for check-in protocols and brainstorming of
	orientation events
Preferred	Previous experience working as an OA, or similar position
	Computer skills – poster-making, flyers, web design
	Availability to work periodically during summer months
	Fluency in other languages
For application	elisabeth.kennedy@yale.edu
details, contact:	
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