



Orientation & Transition Ambassadors (OTA)

Position Type: Orientation & Transition Ambassadors

Term: August 2024 – April 2025

Time Commitment: 2 hours a week throughout August and both academic semesters

Pay Scale: Student will receive payment for their role in the fall (\$450) and winter (\$450) semesters. Payments will be broken up into 2 increments each semester.

What is TRU Orientation & Transition?

Orientation (the welcome activities offered to new students) and transition (the process by which new students adjust to university life and develop skills to succeed academically) is a pan-university priority and a key strategy in supporting student success, retention, and learning.

The Orientation & Transition team, comprised of professional and student staff, strives to create a warm, welcoming, and academically supportive community for over 2,500 new-to-TRU students each year. Laddered student staff positions within the office provide enriched educational experiences for students to learn and grow while shaping the student experience.

Organizational Relationship

TRU Orientation & Transition Ambassadors receive direct support and direction from the Orientation & Transition Team within the Office of Student Life.

TRU Orientation & Transition Ambassadors are expected to work alongside TRU campus staff, faculty, other volunteers, and community members.

Responsibilities:

- Supporting in the delivery and design of TRU orientation
- Supporting the development of the Orientation & Transition Peer program by participating in brainstorming and activities
- Providing information and guidance to interested students and other relevant parties at booths around campus and at other campus and community events

- Attending regular monthly meetings
- Acting as a point of contact for new-to-TRU students. Be a friendly face and act as a resource for personal and academic support and provide referrals to campus and community resources

Training Requirements:

- Participate in and complete summer training modules (online and up to 3 hours)
- Team training/brainstorm sessions first shift mid-August
- Attend mandatory training sessions (team building) TBA end of August
- Attend regular monthly meetings

Qualifications:

- Able to commit to 2 hours/week in **both** fall and winter semesters
- Completed a full academic year at TRU
- Be enrolled at TRU during the 2024 – 2025 year
- Able to work with minimal supervision, in small groups, and in a team environment
- Be friendly and professional
- Strong interpersonal, verbal, written, and cross-cultural communication skills
- Respect for and enthusiasm about serving a diverse population
- Reliable, responsible, and punctual
- Enthusiasm for TRU campus and supporting new-to-TRU students
- Be in good academic standing, GPA of 2.50
- Willingness to speak in front of a group and set a positive tone for future interactions

Benefits:

- Expand TRU experience through helping fellow students and enhancing TRU's sense of community
- Develop and enhance communication, interpersonal, and organizational skills
- Enhance networking skills
- Gain personal satisfaction and growth
- Develop teamwork and leadership skills
- Be a valued part of the fun and excitement of TRU orientation & transitions
- Given the opportunity to attend leadership conferences and pro-d opportunities
- Potential to earn valuable references for job and award applications