



# 2015 O-Crew Staff

## Job Announcement and Description

The University of Oregon's O-Crew Staff is comprised of a select group of students, with previous experience in Student Orientation Programs, dedicated to ensuring a successful transition, IntroDUCKtion, and Week of Welcome experience for incoming students and guests. Our primary goal is to introduce new students and their families to the resources that help create smooth transitions to the university. This includes talking with new students & families via phone and e-mail, setting up and taking down each IntroDUCKtion session, meeting the logistical needs of the program, and maintaining flexibility during stress. The O-Crew Staff will begin work March 30, 2015, and have commitments throughout the summer, and conclude before the first day of fall 2015 classes.

### Position Responsibilities and Duties:

- Attend all training dates
- Assist in office communication with incoming students & families
- Set-up, manage logistics, and take down all IntroDUCKtion events assigned
- Participate in *all* IntroDUCKtion and Week of Welcome events assigned
- Additional duties as assigned
- Assist with International Student Orientation and University Convocation as needed
- O-Crew Staff is not required to take the SOSer training class

### Qualifications:

- Undergraduate enrollment status through Spring 2015
- Students who are highly motivated and have strong leadership skills
- Students with thorough work habits and attention to detail
- Students with excellent communication skills
- Have past experience as either an SOSer or a Student Ambassador

### Compensation:

- \$10.00 an hour during the summer
- Great work experience and skill building

### Application Process:

- To apply, e-mail [UOintro@uoregon.edu](mailto:UOintro@uoregon.edu) to tell us you're interested by **January 30, 2015 at 5:00 p.m.**
- We will set up a time to have a conversation with you.
- You will be notified of our decision by the end of February.

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#### STUDENT ORIENTATION PROGRAMS

5263 University of Oregon, Eugene OR 97403-5263 | T 541-346-1159 | [orientation.uoregon.edu](http://orientation.uoregon.edu) | @CallMeADuck