GENERAL INFORMATION

In an effort to support each student during their transition to the University of Minnesota and on their path to graduation, Orientation & Transition Experiences (OTE) offers high quality, dynamic experiences that cultivate community and empower students to champion their own development and leverage campus resources. OTE is responsible for planning and implementing the University’s Orientation and Welcome Week programs, in addition to many unique programs, which are an integral part of the college experience.

OFFICE RESPONSIBILITIES

• Offer support and assistance to professional staff through engagement in various projects.
• Supporting office initiatives and events related to the matriculation process.
• Balancing academic responsibilities with the requirements of the position.

POSITION-SPECIFIC RESPONSIBILITIES

• Attend and participate in all training sessions;
• Set-up and organize supplies/materials for each event or check-in;
• Facilitate check-in process of new students and parents;
• Answer students and guests’ questions/concerns;
• Facilitate late check-in;
• Provide administrative support for the program, including preparation of program materials;
• Serve as a positive representative of the University and Orientation & Transition
• Experiences to new students and their guests;
• Complete other projects/tasks as assigned.

QUALIFICATIONS

• The ideal candidate demonstrates the following skills: taking initiative, punctuality, reliability, consistency, being approachable, positivity, friendliness, and has a pro-active customer service philosophy.
• This person has multitasking and strong organizational skills, and has a very strong aptitude for retention of detailed information.
• They have a team-oriented attitude, can demonstrate problem-solving skills, can adapt to changing situations and details.
• Display strong interpersonal, communication, and leadership skills and the potential to develop these skills.
• Enrolled full-time at the U, in good academic standing at the time of application and intend to be enrolled as a full-time student for Fall 2020.

WORK SCHEDULE AND TERMS OF EMPLOYMENT

Check-In Crew Members are paid hourly at a rate of $11.00 per hour. There is one mandatory training session: Friday, May 29 (from 9am to 4:30pm).

NEXT STEPS

Interested applicants should complete an online application form which can be located on the OTE Operations Crew page at ote.umn.edu/opscrew

FOR QUESTIONS, CONTACT OTEOPS@UMN.EDU OR 612-624-1979
Approximately 35-40 hours per week during the last two weeks of August. Schedule will be determined based on need by mid-August. All Check-In Staff Team Members will be required to be present at the following events to facilitate check-in:

- Welcome Week Prep, Training, & Headquarters responsibilities (as scheduled Aug 10-Aug 28)
- Welcome Week Check-In (Tuesday, September 1 & Wednesday, September 2; shifts from 9:00 a.m. - 9:00 p.m.)
- Welcome to Welcome Week (Wednesday, September 2; time TBD)
- Pride & Spirit (Wednesday, September 2; 6:30 - 8:00 p.m.)
- New Student Convocation (Thursday, September 3; 8:45 - 10:00 a.m.)
- Gopher Football Game (Thursday, September 3; Game time TBD)
- St. Paul Open Houses & Zero Waste Lunch (Friday, September 4; time TBD)
- Explore U & Mall of America check-in (Saturday, September 5; time TBD)
- Other various events as assigned

An additional early August training session, and others if needed, will be scheduled at the discretion of the Assistant Director of Welcome Week and/or Associate Director of Operations; however advance notice will be given.

Operations Crew Members may have regular outside employment, enroll in summer classes, or commit to other engagements that do not interfere with Operations Crew work schedule.