OFFICE OF FIRST YEAR EXPERIENCE PROGRAMS
2013 RETURNING PROGRAM ASSISTANT (RPA) POSITION DESCRIPTION

The Returning Program Assistant position is an opportunity to be a part of a diverse group of IU students that works collaboratively to assist with the preparations and implementation of welcoming and orienting new students, their parents and guests to Bloomington throughout the summer for the 2013 New Student Orientation (NSO). Successful candidates will have a genuine desire to represent IU, strong work ethic, positive attitude and be reliable. Conditions of employment, key responsibilities and compensation are outlined in the position description below.

Application Deadline: Tuesday, January 22, 2013 by 5 p.m.
Dates of Employment: Monday, May 6 – Friday, July 26, 2013
Applicant Availability: Minimally available 7:30 a.m. – 2:00 p.m. during NSO program

CONDITIONS OF EMPLOYMENT | To be eligible to serve as an Returning Program Assistant, you must:

- have previous experience as a Program Assistant;
- possess the desire to grow and learn throughout the RPA experience;
- maintain a minimum cumulative GPA of 2.3;
- be in good disciplinary standing with the university;
- not actively work for another job that conflicts with the responsibilities outlined in this description; and
- be able to handle high levels of responsibility, be highly motivated and serve as a role model.

SKILL DEVELOPMENT | As a result of serving as an RPA, you can expect to gain skills in the following areas:

- Leadership, Teamwork and Individual/Group Communication;
- Time Management;
- Goal Setting;
- Conflict Management and Problem Solving;
- Role Modeling.

EXPECTATIONS | As an RPA, you will be expected to:

- demonstrate enthusiasm and passion for Indiana University;
- communicate effectively with a wide range of people;
- serve as a role model who respects and celebrates the diverse campus cultures at IU;
- perform all responsibilities in a punctual, reliable and conscientious manner;
- exercise mature judgment, good humor, flexibility and patience;
- assist students and family members in a variety of ways with patience, concern and openness;
- approach challenging situations with resilience and professionalism;
- act with integrity, behave ethically and display appropriate behavior and decision making;
- work all assigned hours;
- attend staff and team meetings as scheduled; and
- attend all training sessions, including the mandatory Spring Retreat.

RESPONSIBILITIES | As an RPA, you will be responsible for:

- working 5-10 hours per week, May through Early-June, and 25-35 hours per week Early-June through Mid-July;
- assisting with the participant check-in process during New Student Orientation; including directing program participants and staffing “information tables;”
- preparing mailing packets, information folders, and other program materials;
- assisting program participants during the orientation program as needed;
- responding to questions and provide information about IU and the orientation program to students and families;
- performing program specific duties as assigned, including short term projects;
- actively participating in all Orientation Team retreats, training sessions and reflection activities;
RESPONSIBILITIES CONTINUED |

• creating an open and welcoming campus environment for new students and their families;
• introducing students to the opportunities available to them at IU and in Bloomington;
• providing excellent customer service to students, families and members of the IU community;
• effectively utilizing previous and newly gained knowledge of IU resources/services;
• serving as a positive role model at all times for incoming students and other OTeam members;
• working collaboratively with all members of the Orientation Team.

THE SELECTION PROCESS | The selection process for RPAs will take place in two parts:

Your completed application should be submitted electronically no later than 5:00 p.m. on Tuesday, January 22, 2013. Returning Program Assistant candidates will not be required to participate in a Phase I (group) Interview.

Candidates meeting all the “Conditions of Employment” will schedule a Phase II (individual) Interview the week of Monday, February 4, 2013. The Individual Interview will be approximately one (1) hour long and will be with two (2) staff members from the Office of First Year Experience Programs.

As a part of the final decision, an evaluation of your previous performance with the Office of First Year Experience Programs will be considered. Final notification will take place by Thursday, February 21, 2013.

IMPORTANT DATES & DETAILS | As an Returning Program Assistant, you must be available for the following dates:

Spring 2013
• March 22-23: Orientation Team Spring Retreat
• April TBD: Program Assistant Retreat (date will be set based on group availability)

Summer 2013
• May 6 – June 4: Program Assistant Training and Program Prep
• June 5 – July 16: New Student Orientation Program
• July 17: Program Assistant Training, Program Evaluation, & OTeam Banquet Celebration
• July 18 – July 26: Materials Move and short-term projects

If you have any questions/concerns about the dates listed above, please contact us at fye@indiana.edu.

COMPENSATION | As an Returning Program Assistant, you will receive the following:

• Quality, well-rounded leadership experience;
• 8.50 a/hr
• New Student Orientation attire.

Have additional questions?
Contact the Office of First Year Experience Programs
Hiring Supervisor: Bob Rathbun, Assistant Director
Phone: (812) 855.4357 | Email: fye@indiana.edu | Web: fye.indiana.edu

Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the university. In this regard, Indiana University will recruit, hire, promote, educate and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based upon arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation and status as a veteran.