



DIVISION OF
STUDENT AFFAIRS
CONFERENCES & VISITOR SERVICES

Position Description for **Assistant Orientation Manager**

Reports To	Program Manager
Period of Employment	Spring Semester (part-time), Summer (full-time)
Hours	30-35 hr/wk during the summer, varied hours during the spring semester. Overtime may be required during peak occupancy
Compensation	\$17.00 per hour plus option of summer housing in Leonardtown
Requirements	Students must be in good standing with the university and all of its policies
Preferences	A valid driver's license along with no outside commitments such as summer school or another job

The Assistant Orientation Manager (AOrM) is responsible for professionally servicing the needs of the University of Maryland's New Student Orientation program and their participants. The AOrM will be involved in all phases of the conference program while assisting the Program Manager, for the smooth running of the conference. In addition, the AOrM will assist the Program Manager with a variety of tasks, both inside and outside the office. Scheduling, key audits, training, and other hospitality related tasks will be part of the everyday work. The AOrM will also play a key role in helping to maintain the customer service standards of the Summer Conference Program. Conferences & Visitor Services is an equal opportunity/affirmative action employer, all qualified applicants will receive consideration for employment.

Learning Outcomes:

At the completion of training and working with Conferences & Visitor Services, the Assistant Orientation Manager will receive a good rating in the following performance factors:

- Exhibiting professionalism through verbal communication, body language, and appearance.
- Displaying competence through preparedness, explaining policies, and resourcefulness.
- Demonstrating independence with reliability, organizational skills, and time management abilities.
- Showing teamwork through promoting inclusion, being accountable, and displaying empathy.
- Exhibiting leadership in the areas of supervision, trustworthiness, and communication.
- Demonstrating critical thinking skills through problem solving, innovation, and flexibility.

Specific Responsibilities:

A. Area Management Responsibilities

1. Plans staffing needs for the Orientation Hospitality Desk, including check-ins, occupancy periods, and check-outs of Orientation.
2. Requests the necessary staffing for shifts within the assigned area.

B. Personnel Administration

1. Assist in the hiring of the Hospitality Assistant staff.
2. Aid with the design and delivery of training and development for the staff.
3. With the Assistant Director of Support Services, maintain the disciplinary/grievance process.
4. Produce any necessary supplements to the summer employee manual.

5. Document performance issues using accountability records and assist with staff performance evaluations.

C. Administrative Duties

1. Responsible for the creation and maintenance of administrative forms.
2. Provide administrative support and perform special projects as assigned.
3. Order lock core changes through Residential Facilities for lost keys.
4. Oversee the opening and closing of the Orientation Hospitality desk.
5. Be well informed on Orientation details and changes and be able to be flexible and creative when changes are needed.
6. Handle emergency situations calmly and with authority.
7. Check on and solve potential problems with events and room set-ups.
8. Place and remove directional and informational signs as needed.
9. Work independently, with little supervision, to complete assigned projects and oversee group events.
10. Auditing duties for each assigned group includes: updating StarRez as the group departs, tracking meal cards, and compiling a final bill for the group.
11. Administer and compile data surveying all Orientation participants.

D. Summer Management Team

1. Complete a Summer Annual Report offering suggestions for improvement and evaluating summer operations.
2. Prepare for, attend, and participate in meetings pertaining to summer operations.
3. Meet with the Program Manager on a regular basis and keep them informed of any problems, situations, etc.
4. Contribute to and encourage the development of positive working relationships between summer staff, guests, vendors, and other University Departments.
5. Cultivate and develop an inclusive and equitable working environment.
6. Work with the summer management team to develop and evaluate standards for summer operations.
7. Move and/or carry linen, tables, tents, chairs, etc. up to 25 pounds.

E. Duty System

1. Carry a cell phone for the entire summer period.
2. Respond to all calls and ensure the phone is in working order.

F. All Other Duties as Assigned