Position Description: Orientation Leaders are student staff members who work during the summer to provide orientation and advising services for all incoming students (both transfer and first-year) at UC Davis. Orientation Leaders receive extensive training in academic advising, presentation skills, and facilitating diverse groups of students.

The Orientation Leader position is a “Casual/Restricted,” full-time staff member appointment from June 18-August 17, 2018. If not graduating, the position will also work part-time during Transfer and International and National Orientation from September 12-21, 2018. The responsibilities of the Orientation Leader center on providing academic advising for first-year and transfer students, working with their family members, and assisting with Fall Quarter course enrollment. Under the purview of the New Student Academic Services (NSAS) office, the direct co-supervision of the Orientation Program Coordinators and Senior Orientation Leaders, and the indirect supervision of the Office of Student Development (OSD) professional staff, Orientation Leader serves as a resource person to professional and student staff, incoming students and family members and campus academic personnel so as to meet the goals of the Orientation program.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Dates</th>
<th>Hours/Week</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Quarter</td>
<td>March 29 - June 14</td>
<td>4-6</td>
<td>Unit credit</td>
</tr>
<tr>
<td>Summer</td>
<td>June 18 - August 17</td>
<td>40</td>
<td>$3,870.00 (paid in bi-weekly installments)</td>
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<tr>
<td>September (non-graduating OLs only)</td>
<td>September 12 - September 21</td>
<td>15-20</td>
<td>TBD (Last year’s rate: $10.75/hour)</td>
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It is expected that other outside commitments will not interfere with meeting the expectations of this position. Enrollment in summer session is prohibited due to its conflict with the program, enrollment in online coursework should be discussed with your supervisor prior to acceptance of the position. Applicants should be committed to working the full term of employment. The expected time commitments are as follows, but are subject to change:

- **Spring Quarter – Program Preparation and OL Staff Training**
  - Orientation Leader training course on Mondays and Wednesdays, 8:00-9:50 am in Scrub Oak Auditorium.
  - All program preparation trainings including the staff training retreat from **Saturday, May 19th to Sunday, May 20th**. All training times are subject to change.
  - Independent study time to learn course materials.

- **Summer – Transfer, First-Year, and Family Orientations**
  Must be available to work 40 hours/week from June 18 – August 17, including:
  - Transfer Orientation staff training and program preparation from June 18-20 (times TBD).
  - Transfer Orientation implementation from June 21-29 (hours typically 7:00 a.m. – 6:30 p.m. daily).
  - First-Year Orientation staff training and program preparation from July 5-8 (times TBD)
  - First-Year Orientation implementation from July 9-August 17 (specific times may vary per session).
  - Exceptions for time off may be granted if requested and approved in advance by supervisor.

- **September – Transfer and International & National Orientation (INO) (Non-Graduating OL staff only)**
  Must be available to work 15-20 hours/week from September 12-21, including:
  - Orientation Leader training on September 12 and 14 (time TBD).
  - Transfer 7 implementation on September 13
  - INO implementation from September 15-21 (please note that some shifts may be scheduled on Saturday, September the 15th and Sunday the 16th).
  - Exceptions for time off may be granted if requested and approved in advance by supervisor.

Remuneration:
- During Spring Quarter, Orientation Leaders may receive unit credit for the OL training course.
- The position is full-time from June 18-August 17, 2018. During this time compensation will be $3,870.00 to be paid in bi-weekly installments. **Compensation for the first and last bi-weekly payments may be prorated based on actual starting and ending date.**
- The position becomes part-time September 12-21st, during which compensation is paid hourly (rate TBD)
During First-Year Orientation (July 8 – August 17), each staff member will be provided one bed space in the residence halls, which may include a roommate. Transitional housing (prior to First-Year Orientation) may be available upon request; there may be a fee charge for transitional housing as determined by Student Housing.

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**Qualifications**

- Staff members must have a motivation and desire to provide academic advising and transition support services to students and the campus at an exceptional performance level. We want staff to have a clear plan of what they expect to contribute to the position and in what ways they hope to grow and develop from participation in the Orientation program.

- Employment is contingent upon successful completion of a background investigation including criminal history and identity check.

- All applicants must also be in good academic (min. GPA 2.0) and discipline standing with the University, Student Housing, and Student Judicial Affairs. If you already have a successfully completed background check on file then you may not need to complete another.

- Must exhibit strong communication skills, facilitation and presentation skills, and role-modeling behaviors.

- Must have knowledge of the Online UC Davis General Catalog, Schedule Builder, OASIS and MyUCDavis.

- Position is expected to live in the residence halls during the First-Year Orientation program.

- The position requires the ability to lift up to 40 pounds, bend, stoop, climb stairs, and apply proper body mechanics when working.

- Must be able to fulfill all time commitments listed above.

- Must be able to work indoors and outdoors with extreme temperature variations and in all weather conditions.

- Orientation Leaders must be physically able to attend programs in the residence halls and throughout campus, walk the interior and the exterior of the buildings and walk up and down several flights of stairs.

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**Position Responsibilities**

The following outlines the responsibilities that the Orientation Leader is expected to perform as a staff member. While this job description is general enough to describe the responsibilities, the Orientation Leader may be expected to perform additional functions.

**A. Orientation Training**

1. Attends and actively participates in training course during spring quarter as listed above (training times are subject to change).

**B. Advising**

1. Provides advising regarding course selection, understanding academic and graduation requirements, using online web-based registration, exploring a major, and other academic concerns for undergraduate first-year and transfer students via individual, group, online, and programmatic advising.

2. Utilizes technology and resources such as the Online General Catalog, Schedule Builder, OASIS, MyUCDavis, My Degree, Credit Summary Look-up, and ASSIST.org to provide comprehensive advising and keep record of advice given to each student.

3. Updates, revises, and creates Orientation and academic advising materials as assigned, working collaboratively and effectively with the NSAS staff, the four College Deans’ Offices, and academic/major departments.
4. Provides frontline academic advising via telephone, drop-in advising, and/or internet applications (Spark, Google Chat, Facebook, Twitter, Canvas, etc.).

D. **Program support**

1. Collaborates with all Orientation Staff to implement orientation program details while providing excellent customer service to participants.

2. Facilitates group understanding of campus resources, policies, procedures, and transition to campus life for students and their families through presentations, and individual and group interactions.

3. Represents the Orientation program and Student Housing at various campus events (resource fairs, meetings, webinars, etc.).

4. Offers feedback and input to OSD staff regarding the program and participant issues.

5. Represents the University professionally and ethically at all times as discussed with supervisor. This includes role modeling the values of the UC Davis Principles of Community, abiding by all university and student housing policies, maintaining professional attire, etc.

6. Upholds community standards, Student Housing, and University policies among staff and program participants as directed by supervisor.

E. **Administrative**

1. Manages and maintains privacy of confidential participant information in accordance with FERPA regulations.

2. Participates in all Orientation staff meetings and feedback meetings during the summer program.

3. Assists in implementation of the daily business operations and services of Orientation (e.g. assisting with check-in/check-out operations, answering telephones, taking messages, answering questions, handling schedule changes, running errands, and providing general assistance to program participants).

4. Performs set-up, take-down, and clean-up tasks as necessary, (i.e., moving chairs, tables, making/posting signs/displays, etc.)

F. **Communication**

1. Communicates all counseling and crisis situations to the Orientation Program Coordinator and/or OSD professional staff.

2. Conducts oneself professionally in all communication with Orientation Leader staff, Senior Orientation Leaders, professional staff, and program participants.

G. **Additional Responsibilities**

1. Interpret various presentations for participants who do not speak English (as necessary).

2. Assumes other responsibilities as assigned by the NSAS or Student Housing professional staff members.