2019 Orientation Leader (BYA) Job Description (Student Assistant II)
Office of Student Development, Student Housing
University of California, Davis

Position Description: Orientation Leaders are student staff members who work during the summer to provide orientation and advising support services for all incoming students (both transfer and first-year) at UC Davis. 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.

The Orientation Leader position is a “Casual/Restricted,” full-time staff member appointment from June 18-August 16, 2019. The position will also work part-time during International and National Orientation from September 13-20, 2019.

Learning Outcomes: Students in this position will...
- Learn and utilize interpersonal communication skills, such as group facilitation, public speaking, active listening, coaching, practicing empathy, and working cooperatively on a team.
- Understand and articulate how diversity and inclusion play a part on a students’ experience on a large campus.
- Understand issues impacting students in their first year at UC Davis, and resources and strategies for supporting them.
- Gain tangible and transferrable skills related to any future job including adaptability, taking initiative, teamwork, critical thinking, problem solving, and self-reflection.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Dates</th>
<th>Hours/ Week</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Quarter 2019</td>
<td>April 1 - June 13</td>
<td>2</td>
<td>2 units of credit for EDU 198</td>
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<tr>
<td>Spring Retreat 2019</td>
<td>May 3 &amp; 4</td>
<td>12 hours total</td>
<td>Stipend for weekend retreat (paid w/ first installment of summer pay)</td>
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<tr>
<td>Summer 2019</td>
<td>June 18 - August 16</td>
<td>40</td>
<td>$4,295.00 (paid in bi-weekly installments)</td>
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<tr>
<td>September 2019</td>
<td>September 13 - 20</td>
<td>15-20</td>
<td>$12.00/hr</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.

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. Academic Mentorship & Support

- Assists students with using Schedule Builder for online course registration.
- Supports academic/major advisors in their advising spaces.
- Manages and maintains privacy of confidential participant information in accordance with FERPA regulations.
- Utilizes online tools such as the General Catalog, OASIS, MyUCDavis, My Degree, Credit Summary Look-up, and ASSIST.org to provide information to students and, if required, keep record of advice given to each student.
- Shares own story of academic and social transition with groups of new students.

B. Program support

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

• Assists in implementation of the daily program operations and services of Orientation (e.g. assisting with check-in/check-out operations, answering questions, running errands, and providing general assistance to program participants).

• Offers feedback and input to Orientation staff regarding the program and participant issues.

• 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.

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

C. Communication

• Communicates all counseling and crisis situations to the Orientation professional staff and/or OSD professional staff.

• Conducts oneself professionally in all communication with Orientation Leader staff, Student Managers, professional staff, and program participants.

D. Additional Responsibilities

• Participates in all Orientation staff trainings, meetings, and feedback meetings during the spring and summer.

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

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

Dates to Hold for Mandatory Trainings

All Orientation Leaders must hold the following times on their calendars to participate in mandatory trainings that are crucial to the growth and success of the Orientation team. If you have any questions about the timing of these trainings, please contact the Orientation office immediately.

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, 8:00-9:50 am in Scrub Oak Auditorium.
  - All program preparation trainings including the staff training retreat on May 3 from 5 PM – 9 PM, and May 4 from 9 AM – 5 PM. 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 16, including:
    - First-Year Orientation staff training and program preparation from June 18 - 21 (times TBD).
    - First-Year Orientation implementation from June 24-July 30 (specific times may vary per session).
    - Transfer Orientation staff training and program preparation from July 31 - Aug 1 (times TBD)
    - Transfer Orientation implementation from August 2-12 (hours typically 7:00 a.m. – 5:30 p.m. daily).
    - Exceptions for time off may be granted if requested and approved in advance by supervisor.

• **September –International & National Orientation (INO)**
  - Must be available to work 15-20 hours/week from September 13-20, including:
Orientation Leader training on September 13 (time TBD).
INO implementation from September 16-20.
Exceptions for time off may be granted if requested and approved in advance by supervisor.

Remuneration:
- During Spring Quarter, Orientation Leaders will receive 2 units for upon “Pass” completion of the training course.
- They also will receive a stipend for the weekend retreat that will be paid to them with their first summer installment of their stipend.
- The position is full-time from June 18-August 16, 2019. During this time compensation will be $4,295.00 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 13-20, during which compensation is paid hourly.
- During First-Year Orientation (June 23-August 3), 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 and through Transfer Program) may be available upon request; there may be a fee charge for transitional housing as determined by Student Housing.

Qualifications
- Employment is contingent upon successful completion of a background investigation including criminal history and identity check. The applicant must also be in good disciplinary 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 be a registered undergraduate student with a minimum of 12 units/quarter and in good academic standing (preferred GPA above 2.0) from the time of application and throughout the entire period of employment. Must meet minimum progress guidelines as set by the University.
- Staff members must have a motivation and desire to provide 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.
- 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 required 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. 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.
- Must be able to work indoors and outdoors with extreme temperature variations and in all weather conditions.
- Must be able to fulfill all time commitments listed above.
- Applicant must graduate no earlier than Spring 2019.
- Applicant must be available to work during Summer 2019-end of September 2019. If a graduating senior, please contact Orientation about working the INO program in September.