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

**Position Description:** Returning Orientation Leaders (ROL) 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. Returning Orientation Leaders serve 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 Returning Orientation Leader position is a “Casual/Restricted,” full-time staff member appointment from June 19-August 23, 2019. The position will also work part-time during International and National Orientation in September.

**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>
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</thead>
<tbody>
<tr>
<td>Spring Quarter 2019</td>
<td>April 1 – June 13</td>
<td>2-4</td>
<td>$12.25/hour</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 16- August 16</td>
<td>40</td>
<td>$5000 (paid in bi-weekly installments)</td>
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<tr>
<td>September 2019</td>
<td>September 13-20</td>
<td>25-30</td>
<td>$12.25/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.

Appointment of Returning Orientation Leader to cover the time period from **April 1 to September 20, 2019** (graduating seniors will tentatively end their employment on August 16, 2019, but if available, can work in September).

**Position Responsibilities**

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

**A. Academic Mentorship & Support**
- Provide support to peer Orientation Leaders so that they feel confident in their roles. This may involve, but is not limited to: sharing your past Orientation experience with new staff, sharing an advising space or partnering with new staff members, and being a resource to new OLs with questions about the Orientation program.
- 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.

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**Dates to Hold for Mandatory Trainings**

- **Spring Quarter – OL Staff Training**
  - Orientation Leader & Returning Orientation Leader training course on Mondays, 8:00-9:50 am in Scrub Oak Auditorium.
  - All program preparation trainings including training retreat (May 3, from 5 PM-9 PM & May 4, from 9 AM – 5 PM.) All training times are subject to change.
  - Independent study time to learn course materials.

- **Summer – First-Year, Transfer, and Family Orientations**
  - Must be available to work 40 hours/week from June 16 – August 16, which includes:
    - First-Year Orientation staff training and program preparation
    - First-Year Orientation implementation
    - Transfer Orientation staff training and program preparation
    - Transfer Orientation implementation
    - Program wrap up and clean up

- **September – International & National Orientation (INO)**
  - Must be available to work 15-20 hours/week from September 13-20, including:
    - Orientation Leader INO training and program implementation
    - The INO program
Remuneration:

- The position is part-time during Spring Quarter, during which time Returning OLs will be paid hourly. Retreat hours will be compensated as a stipend.
- The position is full-time from June 16-August 16 during which Returning OLs will receive a payment processed biweekly. **Compensation for the first and last bi-weekly payments may be prorated based on actual starting and ending date.**
- The position becomes part-time from September 13-20 during which compensation will be hourly.
- Returning Orientation Leaders will be provided one bed space in the residence halls during First-Year Orientation, which may include a roommate. Transitional housing may be available upon request; there is a fee charge for this accommodation.

Minimum Qualifications

- **Employment is contingent upon successful completion of a background investigation including criminal history and identity check.** All applicants must also be in good academic 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 be a registered undergraduate student with a minimum of 12 units/quarter (preferred full-time student status) with a **required minimum cumulative UC GPA of 2.00** from the time of application and throughout the entire period of employment. Must meet minimum progress guidelines as set by the University.

- At time of application, must have served as an Orientation Leader for a minimum of one full Orientation program cycle (a full program cycle requires completion of the spring peer training courses [EDU 198], program preparation trainings, summer program, and September International & National Orientation program).

- Must have excellent communication (verbal and written), interpersonal, facilitation, and presentation skills.

- Must exhibit strong role modeling behaviors.

- Must have knowledge of the OASIS, Online UC Davis General Catalog, Credit Summary Lookup, Class Search Tool, MyUCDavis, and Schedule Builder registration site.

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

- 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.

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

- Applicant must graduate no earlier than Spring 2019.

- Applicant must be available to work during Summer 2019-end of September 2019.