

**2020 Orientation Leader (BYA) Job Description (Student Assistant II)**  
**Office of Student Development, Student Housing & Dining Services**  
**University of California, Davis**

**Position Description:** Orientation Leaders are student staff members who work Aggie Orientation to provide transitional support services for all incoming students at UC Davis. Orientation Leaders serve as a resource to incoming students and family members as well as campus personnel to meet the goals of the orientation program.

The Orientation Leader position is a “Casual/Restricted” staff member appointment from April 4– September 2020.

**Learning Outcomes:** Students in this position will...

- Learn and utilize interpersonal communication skills, such as group facilitation, public speaking, active listening, practicing empathy, and working cooperatively on a team
- Identify and articulate how diversity and inclusion play a part on a students’ experience on a large campus
- Identify 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

**Appointment Details**

**It is expected that other outside commitments will not interfere with meeting the expectations of this position.** This includes the Resident Advisor and First-Year Experience Peer Coordinator roles. Applicants should be committed to working the full term of employment.

Time Period	Dates	Event	Hours/ Week	Compensation
Spring Quarter 2020	April 4 OR April 19 (hold both)	1 Day Training	4 hours	\$52.00 – One-time Payment
Summer 2020	June 15–August 31	Online remote work	5 hours	\$65.00 – One-time Payment
September 2020	September 18 -29	Aggie Orientation Training and Program	90-95 hours total over 1.5 weeks	\$1,235.00 (BYA) (Bi-weekly payments per payroll calendar)

**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.

- Provide mentorship to new students in their academic and social transition to UC Davis
- Actively participate in all required events, including meetings, trainings, and Aggie Orientation events
- Create an inclusive and welcoming community for new students and families
- Facilitate activities, discussions, and group understanding of campus resources
- Guide students to various locations throughout Aggie Orientation
- Promote full participation of new students in Aggie Orientation
- Assist 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 customer service to program participants)
- Represent the University professionally and ethically. This includes role modeling the values of the UC Davis Principles of Community, abiding by all university and student housing policies, and conducting oneself professionally in all communication with Orientation staff and program participants

## **Dates to Hold for Mandatory Trainings & Responsibilities**

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. All Orientation Leaders are required to be available **ALL DAY (6 AM – 11:59 PM; times will vary)** during Aggie Orientation.

The expected time commitments are as follows, but are subject to change:

- **Spring Quarter – All Staff Meeting**
  - Must hold both training times on calendar although you will only attend one:
    - Saturday April 4<sup>th</sup> 1 PM – 5 PM
    - Sunday April 19<sup>th</sup> 1 PM – 5 PM
- **Summer Preparation – Remote Meetings and Responsibilities**
  - Must be available to attend a mandatory 30 minute remote meeting as scheduled by your Orientation Team Lead (supervisor) via Facetime, Skype, Zoom or other means of communication
  - Regularly check UCD email for important updates and information
  - Complete assignments to prepare for welcoming your Orientation small group
  - Complete online training modules about campus resources
- **September 2020**
  - Complete Orientation Leader September Training, September 18, 21, and 22
  - Participate fully in Aggie Orientation events and activities, September 23-29

## **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 & Dining Services, and Office of Student Support & 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.
- Must exhibit good communication skills, facilitation, and role-modeling behaviors.
- 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 2020.