Position Description: Orientation Leaders (OLs) 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 UC Davis Orientation program.

The Orientation Leader position is a “Casual/Restricted” staff member appointment from April 27 - September 21, 2021.

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 Student Housing positions such as After-Hours Assistant, Community Assistant, FYE Peer Coordinator positions and other university student staff positions. Applicants should be committed to working the full term of employment.

<table>
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<tr>
<th>Time Period</th>
<th>Dates</th>
<th>Event</th>
<th>Hours/ Week</th>
<th>Compensation</th>
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</table>
| Spring Quarter 2021 | April 27 (6:00-8:00 PM) (Mandatory Webinar) | 1 Webinar (Remote)  
1 Day Training (in Person)  
1 Remote Meeting with Human Resources (TBD) | 5.5 hours   | $77.00 – One-time Payment |
|                   | April 30 (6:00-8:00 PM) & May 1 (1:00-3:00 PM) | 1 Remote Meeting with Human Resources |             |                            |
|                   |                                            | **(hold both dates and you will be assigned one date for in person* training) |             |                            |
|                   |                                            | 1 Remote Meeting with Human Resources (TBD) |             |                            |
| Summer 2021       | June 21 – September 1                       | 1 Remote meeting with supervisor and online trainings                | 1 hour      | $14.00 – One-time Payment**|
| September 2021    | September 10 - 21                          | Aggie Orientation Training and Program                              | 73-83 hours total over 1.5 weeks | $1,022.00 - $1,162.00 – One-time Payment |

*Training will be implemented according to health & safety guidelines, which may require remote training.

**Summer payment will be processed at the end of September 2021 along with September training and work hours

Due to COVID-19, Orientation may need to modify or suspend operations in the future, which may result in an adjustment to your hours and/or payment. Please note that staff hours and payment may be subject to change based upon business and operational needs. Any changes will be communicated to staff as early as possible.

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 (6:00 AM – 11:00 PM; times will vary) during Aggie Orientation (September 17 – 21).

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

- **Spring Quarter – All Staff Meeting**
  - Tuesday April 27th 6:00 PM – 8:00 PM (Remote Webinar)
  - Must hold both dates and attend one of following assigned in-person* trainings:
    - Friday April 30th 6:00 PM – 8:00 PM
    - Saturday May 1st 1:00 PM – 3:00 PM

- **Summer Preparation – Remote Meeting and Online Trainings**
  - 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 UC Davis email for important updates and information
  - Complete online trainings assigned for university and/or department student staff

- **September 2020**
  - Complete Orientation Leader September Training, September 10, 11, 13, and 14 (hold all days & evenings on your calendar; times TBD)
  - Participate fully in Aggie Orientation events and activities, September 17 - 21 (hold all days and evenings on your calendar; times TBD)

*Training will be implemented according to health & safety guidelines, which may require remote training.

**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 Spring Quarter 2021. 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 effective communication skills, facilitation, and positive role-modeling behaviors.

• Must have the ability to work both independently and collaboratively in a team with others, while also receiving direction and feedback from multiple supervisors. Maintain a flexible working style and adapt to change.

• At times, the position requires staff to lift up to 40 pounds, bend, stoop, and apply proper body mechanics when working. The Orientation office will supply hand carts and provide safety training to staff. Teammates can also assist you in tasks that involve lifting and carrying materials. Orientation staff must be physically able to attend programs in the residence halls and throughout campus, which includes moving within the interior and the exterior of buildings and travelling in elevators or on 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 2021.