



CAL STATE SAN BERNARDINO

ORIENTATION TEAM APPLICATION INFORMATION 2018

Thank you for your interest in joining the 2018 Orientation Team! Make sure to read this packet before applying: it has tentative training and work dates, information on the application and selection process, and general information about qualifications and expectations of our Orientation Team members.

Information Sessions

Interested in becoming a part of our team for summer 2018? Attend a **MANDATORY** information session to hear from current and past Orientation Team members about their experiences, learn about the application process, and ask any questions you have about the position. **Orientation Team applications are not considered complete until you have attended an Information Session.**

Date	Time	Location
Wednesday, October 25	1:30 PM	SMSU 207 / 208
Tuesday, October 31	11:00 AM	SMSU 210 / 211
Thursday, November 2	5:00 PM	College of Education 303
Friday, November 3	2:00 PM	SMSU 217 / 218
Wednesday, November 8	12:00 PM	Lower Commons – Pine Room
Wednesday, November 8	6:00 PM	SMSU 219
Tuesday, November 14	11:00 AM	SMSU 215 / 216

2018 Selection Timeline

Below you will find our timeline for our 2018 selection process.

Event	Date
Applications Available	Wednesday, October 25 at 4:00 pm
Applications Due	Wednesday, November 22 at 4:00 pm
Group Interviews	Monday, December 11
Individual Interviews	Monday – Tuesday, December 11 – 12
Selection Announcement	January 2018



ORIENTATION TEAM JOB DESCRIPTION 2017 – 2018

Selection to be a member of California State University, San Bernardino's (CSUSB) Student Orientation Advising and Registration (SOAR) team is an honor and a rewarding opportunity for your personal and professional growth. Orientation and First Year Experience selects mature and dedicated student leaders to assist with the implementation of the freshman and transfer student orientation programs and parent and family orientations. Orientation Team members serve as peer educators, resource contacts, and role models to the new incoming freshmen and transfer students. They are also instrumental in helping newly admitted freshmen and transfer students, and their families in their adjustment and transition to CSUSB. Orientation Team members report directly to the Program Coordinator for Orientation and Student Orientation Coordinators, in addition to also reporting to the entire Orientation and First Year Experience professional staff team. As an Orientation Team member, you are responsible for reading and understanding the following job description and agreeing to abide by all terms specified.

I. Eligibility Requirements:

- Be an undergraduate, degree-seeking student who has earned 30 quarter units at CSUSB by the end of spring quarter 2018 and be a returning student for fall 2018.
- Maintain a cumulative GPA of 2.5 or higher at the time of application to be maintained throughout the position. Orientation Team members must also earn a 2.5 GPA per quarter.
- Uphold all aspects of CSUSB's Student Conduct Code and free from disciplinary sanctions.
- Exhibit commitment to the mission of Orientation and First Year Experience and participate in ALL orientation activities. Orientation Team members may not take courses during summer sessions.
- Demonstrate a desire to learn about CSUSB, its regulations, its people, and its programs and to share the information with incoming students, parents, and families.
- Possess the following role model qualities: maturity, responsibility, initiative, motivation, flexibility, enthusiasm, integrity, and a good work ethic.
- Exhibit leadership potential, good interpersonal communication, and group presentation skills
- Be eager to improve leadership and teamwork skills.
- Be able to work effectively with a diverse group of Orientation Team members and to promote the benefits of diversity.
- Special conditions of the position: ability to work long hours that begin early in the morning and that end late at night, ability to conduct tours or remain outside in the heat for significant periods of time, and be responsible for transporting materials to orientation sites for each session.

II. Terms and Conditions of Position

A. Length of Position

The Orientation Team member position requires a student to commit to a 6-month agreement. **Position begins April 2018 and concludes September 2018**, with the majority of the workload occurring over

spring and summer quarters. During Weeks of Welcome (first week of classes, September 2018), Orientation Team members are also expected to contribute to New Student Convocation and the Ask Me! campaign during Weeks of Welcome.

B. Training

Orientation Team members are required to attend **MANDATORY** weekly training sessions throughout the spring quarter. There is an additional required training before freshmen SOAR begins in the summer. Exact dates for summer training are to be determined.

SPRING TRAINING

1. From **April 6, 2018 through June 8, 2018, training will be held from 2:00 to 4:00 p.m. every Friday** throughout the quarter. All Orientation Team members will be expected to participate fully throughout training.
2. Orientation Team members will attend a **MANDATORY** team retreat in April 2018 (exact dates TBD). The retreat will focus on aspects of team building, leadership, communication and building an effective Orientation Team throughout the summer.
3. Orientation Team members will attend a **MANDATORY** training and prep week prior to the start of the first freshmen SOAR session. Exact dates are to be determined. Orientation Team will be preparing for first-year orientation which would include practicing tours, panel discussions, ice breakers, public speaking, and more.
4. Orientation Team members are expected to fully participate in the development and execution of all entertainment performances (introductions, presentations, skits, dance, etc.).

DATE	ACTIVITY	TIME & LOCATION
April TBD	Orientation Team Retreat	TBD
Friday, April 6, 2018	Orientation Team Training	2:00 – 4:00 pm, Student Union
Friday, April 13, 2018	Orientation Team Training	2:00 – 4:00 pm, Student Union
Friday, April 20, 2018	Orientation Team Training	2:00 – 4:00 pm, Student Union
Friday, April 27, 2016	Orientation Team Training	2:00 – 4:00 pm, Student Union
Friday, May 4, 2018	Orientation Team Training	2:00 – 4:00 pm, Student Union
Friday, May 11, 2018	Orientation Team Training	2:00 – 4:00 pm, Student Union
Friday, May 18, 2018	Orientation Team Training	2:00 – 4:00 pm, Student Union
Friday, May 25, 2018	Orientation Team Training	2:00 – 4:00 pm, Student Union
Friday, June 1, 2018	Orientation Team Training	2:00 – 4:00 pm, Student Union
Friday, June 8, 2018	Orientation Team Training	2:00 – 4:00 pm, Student Union
Summer TBD	Orientation Training and Prep	Exact schedule TBD

C. Summer Orientation

Orientation Team members are **required to participate in ALL SOAR sessions** for first year and transfer students, as well as parent and family orientation programs.

Orientation Sessions 2018

Transfer Orientation Sessions

DATE	ACTIVITY	TIME & LOCATION
Saturday, May 12	Transfer Session I	7:00 a.m. – 6:00 p.m. Student Union
Saturday, May 19	Transfer Session II	7:00 a.m. – 6:00 p.m. Student Union
Saturday, June 2	Transfer Session III	7:00 a.m. – 6:00 p.m. Student Union
Priority III Registration		
Saturday, June 9	Transfer Session IV	7:00 a.m. – 6:00 p.m. Student Union
Thursday, June 28	Transfer Session V	7:00 a.m. – 6:00 p.m. Student Union

First-Year SOAR Sessions

DATE	ACTIVITY	TIME & LOCATION
TBA	Freshmen Session I	7:00 a.m. – 11:00 p.m. Student Union
TBA	Freshmen Session I	7:00 a.m. – 5:00 p.m. Student Union
TBA	Freshmen Session II	7:00 a.m. – 11:00 p.m. Student Union
TBA	Freshmen Session II	7:00 a.m. – 5:00 p.m. Student Union
TBA	Freshmen Session III	7:00 a.m. – 11:00 p.m. Student Union
TBA	Freshmen Session III	7:00 a.m. – 5:00 p.m. Student Union
TBA	Freshmen Session IV	7:00 a.m. – 11:00 p.m. Student Union
TBA	Freshmen Session IV	7:00 a.m. – 5:00 p.m. Student Union

Freshmen SOAR also includes Coyote First Step-related programming. This schedule is to be determined.

Parent / Family Orientation Sessions

DATE	ACTIVITY	TIME & LOCATION
TBA	Parent / Family Session I	7:00 a.m. – 4:00 p.m. Student Union
TBA	Parent / Family Session II	7:00 a.m. – 4:00 p.m. Student Union
TBA	Parent / Family Session III	7:00 a.m. – 4:00 p.m. Student Union
TBA	Parent / Family Session IV	7:00 a.m. – 4:00 p.m. Student Union

D. Summer Classes

Due to the demanding summer orientation schedule, Orientation Team members may **NOT** take academic classes during either summer session. This includes semester-based campuses that may start at the end of our summer terms. Online summer classes *may* be allowable as long as it does not interfere with any Orientation Team member job responsibilities, but the Orientation Team member must seek approval from the Program Coordinator prior to enrollment.

E. Additional / Outside Employment

No conflicting employment is allowed during the length of the Orientation Team member position. Other employment is allowed, but must not conflict with Orientation Team member duties and responsibilities.

F. Remuneration/Payment

Orientation Team members are volunteers that receive Priority 1 registration for spring and fall 2018 quarters, summer on-campus housing, meals during all orientation sessions, and orientation polos & t-shirts to be worn at all SOAR and orientation-related activities. All training materials will also be provided to you.

G. Absences and Tardiness

During training and SOAR / Orientation sessions, Orientation Team members will be expected to be on time and available for the entire time scheduled. Time off, therefore, is limited and excused on an emergency permission basis only. Orientation Team members are expected to notify the Orientation professional staff of absences in order to be considered for an excused absence. Orientation Team members will be responsible for all information missed. Excessive unexcused tardiness and absences can result in loss of priority registration and/or termination of Orientation Team member position.

H. Conduct

All Orientation Team members will refrain from consuming alcoholic beverages or any illegal substances during all SOAR / Orientation sessions, training, or related activities, including the training workshops and when specifically representing CSUSB.

All Orientation Team members must abide by all University Policies as stated in Student Code of Conduct. In addition, Orientation Team members are student leaders and role models representing the values of CSUSB. It is expected that they represent themselves in a professional manner at all times throughout tenure as a member of the Orientation and First Year Experience Office, even when they are not working during SOAR or orientation-related programs.

Orientation Team members may not date any orientation participants, nor can they invite to, nor be present with them, at any social gathering where alcohol is involved. Any Orientation Team members subject to disciplinary action by Orientation and First Year Experience Office, Student Conduct and Ethical Development, or the University can be removed from the Orientation Team member position.

III. Responsibilities

The following is a summary of expected duties. The list is not comprehensive and **additional duties may be assigned at any time.**

A. Assistance to Families and Students

1. Welcome new students and family members to the University and assist them in the initial Orientation registration and check-in.
2. Serve as a role model and facilitator for new students and be constantly accessible to interact with students and their families to make them feel comfortable, answering all of their questions.
3. Be a source of information regarding academics, policies and procedures, campus services, activities, building locations, and all other aspects of life at CSUSB.
4. Conduct well-organized, thorough group meetings and discussions for new students. Orientation Team members will be required to go over specific information.
5. Represent all University organizations equally and accurately to new students and family members.

B. Administrative Duties

1. Assist in the organization and preparation of Orientation group activities.

2. Participate in the creation and production of, and perform in, the Orientation skits and presentations.
3. Be a contributing Orientation Team member, while supporting and encouraging all other team members.
4. Assist with office duties as needed.
5. Efficiently complete all logistical tasks as requested by the Orientation professional staff to ensure the Orientation program proceeds smoothly and effectively.
6. Assist presenters, college representatives, academic advisors, and other administrators as needed.
7. Maintain regular communication with all Orientation professional staff, discussing with them situations that warrant their attention or action.
8. Participate in all assigned duties of Orientation fully and with a positive attitude while taking initiative with unanticipated tasks or problems.

*** PLEASE NOTE THAT THIS IS NOT AN EXHAUSTIVE LIST. THROUGHOUT TRAINING AND THE JOB ITSELF, REQUIREMENTS MAY BE ADDED OR DELETED. YOU MUST BE WILLING TO ACCEPT OTHER DUTIES AS ASSIGNED. ALL DATES AND TIMES GIVEN ARE TO THE BEST OF OUR KNOWLEDGE. THEY MAY CHANGE DEPENDING ON FINALIZATION OF THE UNIVERSITY CALENDAR AND ORIENTATION PLANNING.**