



Orientation and
First Year Experience

ORIENTATION TEAM APPLICATION INFORMATION 2019

Thank you for your interest in joining the 2019 Orientation Leader 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 Leaders.

Information Sessions

Interested in becoming a part of our team for summer 2019? 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
Tuesday, October 30	4:00 PM	SMSU 217/218
Thursday, November 1	2:00 PM	Meeting Center – Panorama Room
Wednesday, November 7	12:00 PM	Student Union 207/208
Friday, November 9	12:00 PM	College of Education 109
Thursday, November 15	6:30 PM	Student Union 210/211
Monday, November 26	2:00 PM	Student Union 207/208
Wednesday, November 28	5:00 PM	Meeting Center – Panorama Room

2018 Selection Timeline

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

EVENT	DATE
Applications Available	Thursday, November 1
Applications Due	Friday, November 30 by 4:00 PM
Group Interviews	Monday, December 10, 2018
Individual Interviews	Monday – Wednesday, December 10 – 12, 2018
Selection Announcement	January 2019



ORIENTATION TEAM JOB DESCRIPTION 2018 – 2019

Selection to be a member of California State University, San Bernardino's (CSUSB) Orientation Leader 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 Leaders 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 first-year and transfer students, and their parents and families in their adjustment and transition into CSUSB and life as a Coyote. Orientation Leaders 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 Leader, 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 2019 and be a returning student for fall 2019.
- Maintain a cumulative GPA of 2.5 or higher at the time of application, and must be maintained throughout the position. Orientation Leaders must also earn a 2.5 GPA per quarter through duration of position.
- Maintain satisfactory academic progress towards degree completion.
- Uphold all aspects of CSUSB's Student Conduct Code and be free from disciplinary sanctions.
- Exhibit commitment to the mission of Orientation and First Year Experience and participate in ALL orientation activities.
- Orientation Leaders 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 Leaders 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, 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 2019 and concludes September 2019**, with the majority of the workload occurring over spring and summer quarters. During Weeks of Welcome (first week of classes, September 2019), Orientation Leaders 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 first-year Orientation begins in the summer.

SPRING TRAINING

1. From **April 5, 2019 through June 7, 2019, training is 2:00 to 4:00 p.m. every Friday** throughout the quarter. All Orientation Leaders are required to participate fully throughout training.

DATE	ACTIVITY	TIME & LOCATION
Friday, April 5, 2019	Orientation Leader Training	2:00 – 4:00 pm, Student Union
Friday, April 12, 2019	Orientation Leader Training	2:00 – 4:00 pm, Student Union
Friday, April 19, 2019	Orientation Leader Training	2:00 – 4:00 pm, Student Union
Friday-Sunday, April 26 – 28, 2019	Orientation Leader Retreat	2:00 pm Friday – 4:00 pm Sunday
Friday-Sunday, May 3 – 5, 2019	Orientation Leader Retreat	2:00 pm Friday – 4:00 pm Sunday
Friday, May 10, 2019	Orientation Leader Training	2:00 – 4:00 pm, Student Union
Friday, May 17, 2019	Orientation Leader Training	2:00 – 4:00 pm, Student Union
Friday, May 24, 2019	Orientation Leader Training	2:00 – 4:00 pm, Student Union
Friday, May 30, 2019	Orientation Leader Training	2:00 – 4:00 pm, Student Union
Friday, June 7, 2019	Orientation Leader Training	2:00 – 4:00 pm, Student Union
Monday – Friday, July 8 – 12, 2019	Orientation Training and Prep	8:00 am – 6:00 pm, Various

2. Orientation Leaders will attend a **MANDATORY** team retreat in spring quarter. The retreat will focus on aspects of team building, leadership, communication and building an effective Orientation Leader team throughout the summer. As we confirm our location, please hold both weekends listed above as tentative dates.

3. Orientation Leaders will attend a **MANDATORY** training and prep week prior to the start of the first first-year Orientation session. Exact dates are to be determined. Orientation Leaders will be preparing for first-year orientation, which would include practicing tours, panel discussions, icebreakers, public speaking, skits, the dance, and more.

4. Orientation Leaders are expected to participate fully in the development and execution of all entertainment performances (introductions, presentations, skits, dance, etc).

C. Summer Orientation

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

Orientation Sessions 2019

As of October 25, 2018 – these dates are tentative but are the anticipated 2019 Orientation schedule.

Transfer Orientation Sessions

DATE	ACTIVITY	TIME & LOCATION
Saturday, June 1	Transfer Session I	6:00 a.m. – 6:00 p.m. Student Union
Saturday, June 8	Transfer Session II	6:00 a.m. – 6:00 p.m. Student Union
Thursday, June 20	Transfer Session III	6:00 a.m. – 6:00 p.m. Student Union
Monday, June 24	Transfer Session IV	6:00 a.m. – 6:00 p.m. Student Union
Wednesday, June 26	Transfer Session V	6:00 a.m. – 6:00 p.m. Student Union

First-Year Orientation Sessions

DATE	ACTIVITY	TIME & LOCATION
Tuesday, July 16	First-Year Session I	7:00 a.m. – 11:00 p.m. Student Union
Wednesday, July 17	First-Year Session I	7:00 a.m. – 5:00 p.m. Student Union
Monday, July 22	First-Year Session II	7:00 a.m. – 11:00 p.m. Student Union
Tuesday, July 23	First-Year Session II	7:00 a.m. – 5:00 p.m. Student Union
Wednesday, July 24	First-Year Session III	7:00 a.m. – 11:00 p.m. Student Union
Thursday, July 25	First-Year Session III	7:00 a.m. – 5:00 p.m. Student Union
Monday, July 29	First-Year Session – Coyote First STEP	7:00 a.m. – 11:00 p.m. Student Union
Tuesday, July 30	First-Year Session – Coyote First STEP	7:00 a.m. – 5:00 p.m. Student Union
Tuesday, August 6	First-Year Session IV	7:00 a.m. – 11:00 p.m. Student Union
Wednesday, August 7	First-Year Session IV	7:00 a.m. – 5:00 p.m. Student Union
Monday, August 12	First-Year Session V	7:00 a.m. – 11:00 p.m. Student Union
Tuesday, August 13	First-Year Session V	7:00 a.m. – 5:00 p.m. Student Union
Wednesday, August 14	First-Year Session VI	7:00 a.m. – 11:00 p.m. Student Union
Thursday, August 15	First-Year Session VI	7:00 a.m. – 5:00 p.m. Student Union
Monday, August 19	First-Year Session VII	7:00 a.m. – 11:00 p.m. Student Union
Tuesday, August 20	First-Year Session VII	7:00 a.m. – 5:00 p.m. Student Union

Parent / Family Orientation Sessions

DATE	ACTIVITY	TIME & LOCATION
Tuesday, July 16	Parent / Family Session I	7:00 a.m. – 4:00 p.m. Student Union
Monday, July 22	Parent / Family Session II	7:00 a.m. – 4:00 p.m. Student Union
Wednesday, July 24	Parent / Family Session III	7:00 a.m. – 4:00 p.m. Student Union
Monday, July 29	Parent / Family Session – CFS	7:00 a.m. – 4:00 p.m. Student Union
Tuesday, August 6	Parent / Family Session IV	7:00 a.m. – 4:00 p.m. Student Union
Monday, August 12	Parent / Family Session V	7:00 a.m. – 4:00 p.m. Student Union
Wednesday, August 14	Parent / Family Session VI	7:00 a.m. – 4:00 p.m. Student Union
Monday, August 19	Parent / Family Session VII	7:00 a.m. – 4:00 p.m. Student Union

D. Summer Classes

Due to the demanding summer orientation schedule, Orientation Leaders 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 Leader job responsibilities, but the Orientation Leader 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 Leader position. Other employment is allowed, but cannot conflict with Orientation Leader duties and responsibilities.

F. Remuneration/Payment

Orientation Leaders are volunteers that receive priority registration for spring and fall 2019 quarters, summer on-campus housing, meals during all orientation sessions, and orientation polos & t-shirts to be worn at all Orientation and orientation-related activities. All training materials are provided to you.

G. Absences and Tardiness

During training and Orientation sessions, Orientation Leaders are 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 Leaders are expected to notify the Orientation professional staff of absences in order to be considered for an excused absence. Orientation Leaders will be responsible for all information missed. Excessive unexcused tardiness and absences can result in loss of priority registration and/or termination of Orientation Leader position.

H. Conduct

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

All Orientation Leaders must abide by all University Policies as stated in Student Code of Conduct. In addition, Orientation Leaders 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 orientation sessions or orientation-related programs.

Orientation Leaders 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 Leaders 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 Leaders 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.**