



CAL STATE SAN BERNARDINO

SOAR TEAM APPLICATION INFORMATION 2017

Thank you for your interest in joining the 2017 SOAR 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 SOAR team members.

Information Sessions

Interested in becoming a part of our team for summer 2017? Attend a **MANDATORY** information session to hear from current and past SOAR team members about their experiences, learn about the application process, and ask any questions you have about the position. **SOAR team applications are not considered complete until you have attended an Information Session.**

Information Session	Date	Time	Location
Information Session	Wednesday, October 26	4:00 PM	SMSU 217/218
Information Session	Tuesday, November 1	12:30 PM	SMSU 215/216
Information Session	Thursday, November 3	6:00 PM	SMSU 217/218
Information Session	Thursday, November 10	12:30 PM	Village Square (Serrano Village)
Information Session	Tuesday, November 15	12:30 PM	SMSU 217/218
Information Session	Friday, November 18	12:00 PM	SMSU 217/218

2017 Selection Timeline

Below you will find our timeline for our 2016 selection process.

Event	Date
Applications Available	Wednesday, October 26
Applications Due	Wednesday, November 23 at 4:00 pm
Group Interviews	Saturday, December 10
Individual Interview Notification	Thursday, December 15
Individual Interviews	Thursday – Friday, January 5 – 6, 2017
Selection Announcement	Friday, January 20, 2017

SOAR TEAM

JOB DESCRIPTION 2016 – 2017

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 SOAR programs and parent and family orientations. SOAR 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. SOAR 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 a SOAR team member, you are responsible for reading and understanding the SOAR team member 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 2016 and be a returning student for fall 2017.
- Maintain a cumulative GPA of 2.5 or higher at the time of application to be maintained throughout the position.
- Uphold all aspects of CSUSB's Student Conduct Code and free from disciplinary sanctions.
- Exhibit commitment to the mission of the Orientation and First Year Experience Office and participate in ALL orientation activities. SOAR 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 others.
- 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 SOAR 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 every session

II. Terms and Conditions of Position

A. Length of Position

The SOAR team member position requires a student to commit to a 6-month agreement. **Position begins April 2017 and concludes September 2017**, with the majority of the workload occurring over spring and summer quarters. During Coyote Week of Welcome (first week of classes, September 2017), SOAR team members are also expected to contribute to New Student Convocation and the Ask Me! campaign.

B. Training

SOAR team members are required to attend **MANDATORY** weekly training sessions throughout the spring quarter.

SPRING TRAINING

1. From **April 7, 2016 through June 9, 2016**, training will be held from **2:00 to 4:00 p.m. every Friday** throughout the quarter in the Santos Manuel Student Union. All SOAR team members will be expected to participate fully throughout training.

2. SOAR team members will attend a **MANDATORY** team retreat, April 21 – 23, 2017. The retreat will focus on aspects of team building, leadership, communication and building an effective SOAR team throughout the summer.

2. SOAR team members will attend a **MANDATORY** work prep prior to the start of the first Freshmen SOAR session. This will be from **Monday, July 17 – Friday, July 21, 2017**. SOAR team members will be preparing for SOAR which would include practicing tours, panel discussing, ice breakers, introductions, and folder stuffing.

3. SOAR 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
Friday, April 7, 2016	SOAR Leader Training	2:00 – 4:00 pm, TBD
Friday, April 14, 2016	SOAR Leader Training	2:00 – 4:00 pm, TBD
Friday, April 21, 2016	SOAR Leader Retreat	Alpine Meadows Retreat Center
Saturday, April 22, 2016	SOAR Leader Retreat	
Sunday, April 23, 2016	SOAR Leader Retreat	
Friday, April 28, 2016	SOAR Leader Training	2:00 – 4:00 pm, TBD
Friday, May 5, 2016	SOAR Leader Training	2:00 – 4:00 pm, TBD
Friday, May 12, 2016	SOAR Leader Training	2:00 – 4:00 pm, TBD
Friday, May 19, 2016	SOAR Leader Training	2:00 – 4:00 pm, TBD
Friday, May 26, 2016	SOAR Leader Training	2:00 – 4:00 pm, TBD
Friday, June 2, 2016	SOAR Leader Training	2:00 – 4:00 pm, TBD
Friday, June 9, 2016	SOAR Leader Training	2:00 – 4:00 pm, TBD
Monday, July 17 – Friday, July 21	SOAR Training and Prep	Exact schedule TBD

C. Summer Orientation

SOAR 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 2017

Transfer SOAR Sessions

DATE	ACTIVITY	TIME & LOCATION
Saturday, May 13	Transfer Session I	7:00 a.m. – 6:00 p.m. Student Union
Saturday, May 20	Transfer Session II	7:00 a.m. – 6:00 p.m. Student Union

Saturday, June 3	Transfer Session III	7:00 a.m. – 6:00 p.m. Student Union
Priority III Registration		
Saturday, June 10	Transfer Session IV	7:00 a.m. – 6:00 p.m. Student Union
TBA	Transfer Session V	7:00 a.m. – 6:00 p.m. Student Union

Freshmen 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

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, SOAR team members may **NOT** take academic classes during either summer session. On-line summer classes would be allowable as long as it does not interfere with any SOAR team member job responsibilities.

E. Additional / Outside Employment

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

F. Remuneration/Payment

SOAR team members are volunteers that receive Priority 1 registration for spring and fall 2016 quarters, summer on-campus housing, meals during all SOAR sessions, and SOAR polo & 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, SOAR 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. SOAR team members are expected to notify the Orientation professional staff of absences in order to be considered for an excused absence. SOAR 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 SOAR team member position.

H. Conduct

All SOAR 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 SOAR team members must abide by all University Policies as stated in Student Code of Conduct. In addition, SOAR 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.

SOAR 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 SOAR 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 SOAR 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. SOAR 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 SOAR 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 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 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.**