



# ORIENTATION LEADER

## THANK YOU

for your interest in the Orientation Leader position here at CSUSB!

Orientation Leaders have a unique opportunity to impact the CSUSB and college experience of our new first-year students, transfer students, and their families and supporters. OLs serve as peer educators, contacts, and role models.

If you're willing to embark on an exciting summer adventure with us, join us at an Information Session soon and apply!

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# ORIENTATION LEADER EXPECTATIONS

It is our goal to make the transition to CSUSB as smooth and supportive as possible for our incoming first-year and transfer students. Orientation Leaders play a critical role in fulfilling this goal before, during, and after students arrive on campus and for their first semester.

The following expectations have been established to ensure the best possible experience for new transfer students, the OFYE staff, and fellow Orientation Leaders. Orientation Leaders are expected to:

- **actively participate** in all aspects of orientation with a positive and professional attitude.
- **seek** to make first-year and transfer students feel welcomed to CSUSB.
- **make** every effort to present CSUSB in the best light possible.
- **be early** or on time to all trainings and Orientation-related events.
- **dress appropriately** and follow orientation staff dress code as established.
- **abide** by all University policies and standards of student conduct.
- **actively promote** all campus activities and organizations with which students should be familiar or in which they express interest.
- consistently and reliably **act with integrity**.
- **show** that Coyote pride in your campus, your experience, and your time as a CSUSB student.

# ORIENTATION LEADER RESPONSIBILITIES

Required responsibilities of Orientation Leaders include:

- **Attending** all mandatory dates as outlined on the following page.
- **Contributing** to the logistical set up and tear down of Orientation related events.
- **Guiding** new students through Orientation programs.
- **Leading** student groups through campus tours, presentations and topics, academic advisement information and campus resources.
- **Sharing** your personal transition experience and using this to encourage and empower new students.
- **Engaging** in social connections to build relationships and to help facilitate connections amongst new students.
- **Contributing** to Orientation, First Year Experience, and Transfer Student Success initiatives by sharing on social media, serving on panels, or communicating with new students.
- **Checking** in with new students at least once during the fall semester.





# APPLICATION QUALIFICATIONS



**Serving as an Orientation Leader is both a unique and rewarding opportunity for personal leadership development and professional growth.**

This position requires motivated student leaders who have a strong interest in supporting new students with their transition to CSUSB.

## All applicants should:

- **Demonstrate** strong work ethic and initiative.
- **Have pride** in being a CSUSB student and be eager to share their experience.
- **Desire** to be a role model on campus and in the community before and after Orientation.
- **Have high standards** of ethical behavior and professionalism.
- **Have a positive attitude.**
- **Work well under pressure.**
- **Be creative**, flexible, and have a sense of humor.
- **Exhibit a strong commitment** to becoming informed and knowledgeable about the university's academic policies, procedures, deadlines, and various advising resources & tools.
- **Demonstrate** the ability to work with a diverse group of people, including students, families, faculty and staff.

## All applicants must:

- be an undergraduate, degree-seeking student.
- be a returning student in Fall 2022.
- have completed at least 12 units at CSUSB by May 2022.
- maintain satisfactory academic progress towards degree completion.
- not be on academic or disciplinary probation with the offices of Student Conduct and Ethical Development or Advising and Academic Services.
- have a cumulative GPA of 2.5 or higher and maintain such GPA through terms of position.
- successfully pass a background check per CSU Volunteer policy and procedures.

By applying to the role of Orientation Leader, you consent to Orientation and First Year Experience staff to run certain academic and conduct checks with appropriate offices.

# IMPORTANT & MANDATORY DATES

Orientation Leaders are expected to be fully available for all dates listed below, including training, retreat, and Orientation sessions. Exact dates and times (if not listed below) will be provided at a later date.

Should you have any questions about any of these dates, or if you know you have conflicts, please contact Megan Huston at [megan.huston@csusb.edu](mailto:megan.huston@csusb.edu) as soon as possible.

Dates are subject to change; notification will be provided in a timely manner to all Orientation team members.

## RECRUITMENT TIMELINE

Tuesday, January 25 @ 12 PM  
Tuesday, February 15 @ 4 PM  
Fri, Feb 25 - Sun, Feb 27  
Friday, March 4

Applications Open  
Applications Due  
Interview Weekend .  
Team Notification Day

## TRAINING & TEAM DAYS

Fridays, April 8 - May 13  
Fri - Sun, April 29 - May 1  
Monday, May 31 - Friday, June 3  
Wednesday, July 6

Training (2:00 - 4:00 PM)  
Retreat Weekend  
Move In & Training  
Training Day

## ORIENTATION DATES

### FIRST YEAR ORIENTATION

Monday, June 6  
Tuesday, June 7  
Thursday, June 9  
Monday, June 13  
Wednesday, June 15  
Thursday, June 16  
Tuesday, June 21  
Thursday, June 23  
Monday, June 27  
Wednesday, June 29  
Thursday, June 30  
Wednesday, July 13

### TRANSFER ORIENTATION

Monday, July 11  
Tuesday, July 12  
Thursday, July 14  
Saturday, July 16  
Monday, July 18  
Wednesday, July 20  
Thursday, July 21  
Monday, July 25  
Tuesday, July 26  
Thursday, July 28  
Saturday, July 30  
Monday, August 1  
Thursday, August 4  
Wednesday, August 10

## FALL WELCOME WEEK EVENTS

Mon - Tues, August 15 - 16  
Friday, August 19  
Mon - Thurs, August 22 - 25

Coyote Welcome Days  
New Student Convocation  
Ask Me!

## SPRING 2023 ORIENTATION

Dates TBD - November/December  
Date TBD - January 2023

Transfer Orientation - Spring 2023  
Coyote Welcome Day



# READY TO APPLY?



## APPLICATION & INTERVIEW INFORMATION

- Attending an **Information Session** is the first mandatory step in applying to be a 2022 Orientation Leader! Get to know our Student Coordinators and more about the position.
- Candidates should submit their online application by **4:00 PM on Tuesday, February 15**. No late applications will be accepted.
- Candidates selected for an interview will be contacted by **Friday, February 18**.
- Interview weekend on February 25-27 will consist of a group and individual interview. Further details will come after the application deadline.

### We look forward to reviewing your Orientation Leader application!

If you have further questions related to the OL position, dates, or commitments, please reach out to us!

#### Staff Contact

Megan Huston  
megan.huston@csusb.edu

#### Office Contact

☎ 909.537.5233  
✉ orientation@csusb.edu  
📍 SMSU South 203/4  
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Apply online at  
[bit.ly/csusbOL2022](https://bit.ly/csusbOL2022)