

2023 ORIENTATION LEADER

THANK YOU

for your interest in the Orientation Leader (OL) position at CSUSB!

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

If you're willing to embark on an exciting summer adventure with us, submit your application and then join us at an Information Session!

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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 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:

- **exhibit** the qualities of humble, hard-working, and enthusiastic.
- **actively participate** in all aspects of orientation with a positive and professional attitude.
- **seek** to make first year 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**.

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 and First Year Experience 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 2023.
- have completed at least 12 units at CSUSB by January 2023.
- 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.



READY TO APPLY?

APPLICATION & INTERVIEW INFORMATION

- Candidates should submit their online application by **5:00 PM** on **Sunday, February 5**. No late applications will be accepted.
- Attend an Information Session! Get to know our Student Coordinators and more about the OL position.
- By attending an Information Session, you'll be eligible to sign up for an 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!

Office Contact

☎ 909.537.5233

✉ orientation@csusb.edu

📍 SMSU South 203

📷 @CSUSBofye

Apply online at
bit.ly/csusbOL2023

IMPORTANT & MANDATORY DATES

PALM DESERT CAMPUS

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.

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

RECRUITMENT TIMELINE

Tuesday, January 17 @ 12 PM
Sunday, February 5 @ 5 PM
Thursday, February 9 @ 12 PM
Monday, February 13 @ 4 PM
Wed - Thurs, February 15 - 16
Friday, February 17

Applications Open
Applications Due
Information Session
Information Session
Interviews
2023 Team Notification Day

TRAINING & TEAM DAYS

Fridays, April 7 - May 12
Fri - Sun, April 14 - 16 OR
April 21 - April 23

Training @ 10 AM - 12 PM
Retreat Weekend

ORIENTATION DATES

First Year Orientation

Wednesday - Thursday, May 31 - June 1

Transfer Orientation

Wednesday, June 7
Tuesday, June 20



FALL WELCOME WEEK EVENTS

Thurs - Tues, Aug 24 - 28

Ask Me!

SPRING 2024 ORIENTATION

Dates TBD - November/December Transfer Orientation - Spring 2024

IMPORTANT & MANDATORY DATES

SAN BERNARDINO CAMPUS



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.

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

RECRUITMENT TIMELINE

Tuesday, January 17 @ 12 PM	Applications Open
Sunday, February 5 @ 5 PM	Applications Due
Wednesday, February 8 @ 4 PM	Information Session
Thursday, February 9 @ 12 PM	Information Session
Friday, February 10 @ 1 PM	Information Session
Monday, February 13 @ 4 PM	Information Session
Mon - Wed, February 13 - 15	Interviews
Friday, February 17	2023 Team Notification Day

TRAINING & TEAM DAYS

Fridays, April 7 - May 12	Training @ 10 AM - 12 PM
Fri - Sun, April 14 - 16 OR April 21 - April 23	Retreat Weekend .
Wednesday, May 31 - Fri, June 3	Move In & Summer Training

ORIENTATION DATES

First Year		Transfer	
June 6	June 26	July 6	July 26
June 8	June 28	July 10	July 27
June 12	June 29	July 12	July 31
June 13	July 5 (Virtual)	July 13	August 3 (Virtual)
June 15		July 18	August 9 (Virtual)
June 21		July 19	
June 22		July 24	

FALL WELCOME WEEK EVENTS

Friday, August 18	New Student Convocation
Thurs - Tues, Aug 24 - 28	Ask Me!

SPRING 2024 ORIENTATION

Dates TBD - November/December Transfer Orientation - Spring 2024