



Orientation and
First Year Experience

ORIENTATION TEAM APPLICATION INFORMATION 2021

Thank you for your interest in joining the 2021 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 2021? 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.** For Zoom link information, please visit the [Orientation Leader Recruitment](#) website.

DATE	TIME	LOCATION
Tuesday, December 1	12:00 PM	Zoom
Friday, December 4	11:00 AM	Zoom
Tuesday, December 15	1:00 PM	Zoom
Thursday, December 17	12:00 PM	Zoom
Monday, January 11	1:00 PM	Zoom
Wednesday, January 20	12:30	Zoom
Saturday, January 23	6:00 PM	Zoom

2021 Selection Timeline

Below you will find our timeline for our 2021 team selection process.

EVENT	DATE
Applications Available	Tuesday, December 1 at 9:00 AM
Applications Due	Sunday, January 31, 2021 by 4:00 PM
Group Interviews	Friday-Saturday, February 5-6, 2021
Individual Interviews	Wednesday, February 3 – Friday, February 12, 2021
Selection Announcement	February 2021



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ORIENTATION LEADER 2021 JOB DESCRIPTION

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 semester units at CSUSB by the end of spring semester 2021 and be a returning student for fall 2021.
- 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 semester 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.

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 March 2021 and concludes September 2021**, with the majority of the workload occurring over spring and summer. During Weeks of Welcome (first week of classes, August 2021), Orientation Leaders are also expected to contribute to New Student Convocation and the Ask Me! campaign.

B. Training

Orientation Leaders are required to attend **MANDATORY** weekly training sessions throughout the spring semester. There is an additional required training before First Year Orientation begins in the summer.

SPRING TRAINING

1. From **March 12 through May 14, 2021, training is 10:00 AM – 12:00 PM every Friday**. All Orientation Leaders are required to participate fully throughout training.

DATE	TIME
Friday, March 12, 2021	10:00 AM – 12:00 PM
Friday, March 19, 2021	10:00 AM – 12:00 PM
Friday, March 26, 2021	10:00 AM – 12:00 PM
<i>Friday, April 2, 2021</i>	<i>No Training – Spring Break</i>
Friday, April 9, 2021	Retreat – Exact Times TBD
Friday, April 16, 2021	10:00 AM – 12:00 PM
Friday, April 23, 2021	10:00 AM – 12:00 PM
Friday, April 30, 2021	10:00 AM – 12:00 PM
Friday, May 7, 2021	10:00 AM – 12:00 PM
Friday, May 14, 2021	10:00 AM – 12:00 PM
Tuesday, May 25, 2021	TBD
Wednesday, May 26, 2021	TBD

2. Orientation Leaders will attend a **MANDATORY** team retreat. The retreat will focus on aspects of team building, leadership, communication and building an effective Orientation Leader team throughout the summer. Retreat will be an extension of training on Friday, April 9, 2021. Exact times TBD.

C. Summer Orientation

Orientation Team members are **required to participate in ALL Orientation sessions** for first year and transfer students. OLs may be asked to participate in Parent and Family Orientation, but that is dependent on need and availability.

Orientation Sessions 2021

As of November 23, 2020 – these dates are tentative but are the anticipated 2021 Orientation schedule based on the enrollment needs of CSUSB.

Transfer Orientation Sessions

DATE	ACTIVITY	TIME
Wednesday, April 28	Transfer Session I	TBD
Thursday, April 29	Transfer Session II	TBD

Saturday, May 1	Transfer Session III	TBD
Tuesday, May 4	Transfer Session IV	TBD
Thursday, May 6	Transfer Session V	TBD
Saturday, May 8	Transfer Session VI	TBD
Monday, May 24	Transfer Session VII	TBD
Thursday, May 27	Transfer Session VIII	TBD

First Year Orientation Sessions

DATE	ACTIVITY	TIME
Wednesday, June 2	First Year Session I	TBD
Monday, June 7	First Year Session II	TBD
Thursday, June 10	First Year Session III	TBD
Tuesday, June 15	First Year Session IV	TBD
Wednesday, June 16	First Year Session V	TBD
Tuesday, June 22	First Year Session VI	TBD
Thursday, June 24	First Year Session VII	TBD
Monday, June 28	First Year Session VIII	TBD
Wednesday, June 30	First Year Session IX	TBD

D. Summer Classes

Due to the demanding summer orientation schedule, Orientation Leaders may **NOT** take academic classes during either summer session. 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 the fall 2021 term, leadership and personal development and training, 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 trainings 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. 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.
2. Be a source of information regarding academics, policies and procedures, campus services, activities, building locations, and all other aspects of life at CSUSB.
3. Conduct well-organized, thorough group meetings and discussions for new students. Orientation Leaders will be trained and required to go over specific information.
4. 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. Be a contributing Orientation Leader, while supporting and encouraging all other team members.
3. Assist with office duties as needed.
4. Efficiently complete all logistical tasks as requested by the Orientation professional staff to ensure the Orientation program proceeds smoothly and effectively.
5. Assist presenters, college representatives, academic advisors, and other administrators as needed.
6. Maintain regular communication with all Orientation professional staff, discussing with them situations that warrant their attention or action.
7. 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.***