CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
New Student Orientation and Family Programs

ORIENTATION LEADER 2027
POSITION DESCRIPTION

Orientation Leaders (OLs) are a team of dedicated students whose primary responsibility is to provide a welcoming and positive experience while assisting new students and their families with their transition into the CSUSB community and Coyote family. They serve as resources, facilitators, and official representatives of the University during Orientation and transition programs.

The Orientation Leader position will provide you with the opportunity to learn more about yourself personally and professionally, establish yourself as a leader, and most importantly, assist new students in their transition to CSUSB. We are excited that you are considering making this role a part of your CSUSB experience.

I. Eligibility Requirements

REQUIRED

- Maintain a 2.0 GPA or greater, per semester and cumulatively.
- Students must be enrolled in at least half-time units at CSUSB during the academic year.
- International students must have full-time enrollment at CSUSB during the academic year.
- Must be a student returning to CSUSB in Fall 2027.

PREFERRED

- Maintain a cumulative and semester GPA of 2.5 throughout the term of the position.
- Demonstrate a desire to learn about CSUSB, its regulations, its people, and its programs and to share information with others.
- Possess the following role model qualities: maturity, responsibility, initiative, motivation, flexibility, enthusiasm, integrity, and a good work ethic.
- Be a degree-seeking student at CSUSB; must maintain satisfactory academic progress towards degree completion.
- Uphold all aspects of CSUSB's Student Conduct Code and be free of disciplinary sanctions.
- Exhibit leadership potential, good interpersonal communication, and group presentation skills.

II. Duties, Responsibilities, and Role Expectations

The following summarizes the primary duties and expectations of the position. The list is not comprehensive, and **additional duties may be assigned as needed.**

- Support the mission and goals of New Student Orientation and Family Programs.
- Professionally serve the University community by working with diverse student and family populations to welcome all guests and provide them with a seamless transition to CSUSB
- Work and actively participate in all orientation programs, training, and activities.
- Learn and share accurate information about CSUSB programs, services, departments, and resources. Refer questions to the appropriate campus office as needed.

- Follow program procedures, schedules, assignments, communication guidelines, and dress requirements.
- Be prepared, positive, flexible, and willing to assist with changing program needs.
- Report any violation of university or orientation policies to supervisors immediately.

III. Dates to Know

Orientation Leaders are required to participate in all team activities including training, retreat, and Orientation sessions. Dates are accurate as of September 1, 2026, but may be subject to change per the University calendar and other factors. Notice will be given to Orientation staff as needed.

TRAINING

Orientation Leader training occurs during spring semester and the final week before Orientation programming begins.

- Spring Training (February – May): Fridays from 1:00 – 3:00 PM
- Summer Bootcamp: May 2027
  Specific dates and times shared later

ORIENTATION TEAM RETREAT

- Friday, March 5 – Sunday, March 7
  Tentative Date, Subject to change due to weather or availability

CHOOSE CSUSB

- Saturday, March 20, 2027

CALLING CAMPAIGN

Orientation Leaders have the opportunity to call newly admitted first-year and transfer students to assist in getting them registered for orientation and answer any questions they might have.

- Summer Orientation: March – April 2027
- Spring Orientation: October – November 2027

ORIENTATION DATES

First Year & Parent and Family Orientation

1. Tuesday, June 8
2. Thursday, June 10
3. Saturday, June 12
4. Tuesday, June 15
5. Wednesday, June 16
6. Monday, June 21
7. Wednesday, June 23
8. Wednesday, July 14 (Virtual)
9. Tuesday, July 27 (Virtual)
10. Wednesday, August 11 (Virtual)

Transfer Orientation

1. Saturday, June 26
2. Tuesday, June 29
3. Wednesday, July 7
4. Tuesday, July 13
5. Thursday, July 15
6. Wednesday, July 21
7. Thursday, August 5 (Virtual)
8. Tuesday, August 17 (Virtual)
9. Friday, August 20 (Virtual)

FALL 2027

- Orientation Leader 2028 Recruitment Tabling

- Spring 2028 Orientation: November, December, & January – *Exact dates TBD*

IV. Compensation

Orientation Leaders are hired as student assistant employees of Cal State San Bernardino, under the office of New Student Orientation and Family Programs. OLs will be paid an hourly salary of $17.40 per hour during the length of the position. This position is eligible for Federal Work Study.

During spring and fall semesters, students are allowed to work a maximum of 20 per week across all positions. Summer hours will encompass a maximum of 40 hours per week.

In addition to your salary, New Student Orientation and Family Programs will provide:

- Meals during orientation sessions
- Nametags
- Orientation polos and other work-related attire
- Retreat weekend and amenities
- Celebratory Banquet
- Professional development expenses such as training

As an Orientation Leader, you will:

- Learn more about the University's traditions, campus and support resources, student involvement and engagement opportunities, and share this knowledge with incoming students and their families
- Develop leadership skills and gain professional experience.
- Network with university faculty, staff and other student leaders from across campus.

Note: Students who are currently employed with other departments on campus

- Can only work a maximum of 20 hours per week across all departments during the academic year (fall/spring semesters).
- You can only be employed under one Federal Work Study position at a time (still not to exceed 20 hours per week).

V. Conditions of Employment

A. Length of Position

The Orientation Leader position requires a student to commit to a 13-month agreement. The position begins January 2027 and concludes January 2028, with most of the workload occurring over the spring semester and through the summer months.

B. Summer Courses

Orientation Leaders typically do NOT take academic classes during either summer session.

Online, asynchronous summer courses *may* be allowable if they do not interfere with any work responsibilities and will be considered on a case-by-case basis.

- If permitted to enroll in summer courses, Orientation Leaders may not enroll in more than 3 units in total.

- Orientation Leaders must communicate and work with Orientation professional staff to determine if summer courses are manageable and appropriate given their duties and responsibilities of the position.

C. Additional / Outside Employment
Orientation Leaders are allowed to have other employment.
- We require no conflicting employment during the length of the Orientation Leader position.
- Arrangements must be made with any other employers (either on or off campus) so that Orientation sessions and training take priority and will be attended in full by all Orientation staff.

D. Special Conditions
This position includes working long hours that begin early in the morning and end late at night; being exposed to outdoor conditions (cold, heat, wind) for brief periods of time; and may require heavy lifting and physical work in transporting orientation materials, supplies, and set-up/tear-down.

VI. Expectations

A. Absences and Tardiness
Orientation Leaders are expected to be on time and available for the entire time scheduled.
- Time off is limited and excused on an emergency permission basis only.
- Orientation Leaders **MUST** notify the Orientation professional staff of planned absences ***no less than two (2) weeks prior to the absence.***
- In emergency situations, contact your supervisor as soon as possible and follow up with documented communication soon after.

Excessive unexcused tardiness and absences can result in termination of the Orientation Leader position.

B. Conduct
All Orientation Leaders must abide by all University Policies as stated in the Student Code of Conduct. In addition, Orientation Leaders are employed by the University and function as student leaders and role models representing the values of CSUSB. They should always represent themselves and the University in a professional manner throughout their tenure as a member of the New Student Orientation and Family Programs team, even when they are not working.

C. Confidentiality
Orientation Leaders will be exposed to confidential and/or privileged information. It is the policy that such information **must be kept confidential** both during and after employment.
- Orientation Leaders are expected to return all materials containing privileged or confidential information.
- Unauthorized disclosure of confidential or privileged information may be subject to appropriate disciplinary action, including termination of the Orientation Leader's position.

D. Alcoholic Beverages and/or Illegal Substance Use
All Orientation Leaders will refrain from consuming alcoholic beverages or any illegal substances during your employment with the University.

E. Professional Relationships
Orientation Leaders must maintain professional relationships with ALL orientation participants during the length of this position.

Orientation Leaders should not:

- Date or contact any orientation participant(s).
- Be present with any orientation participant(s) at social gatherings where alcohol is involved.
- Orientation Leaders are strongly discouraged from engaging in romantic relationships with fellow Orientation team members.
  - Prior relationships will be considered on a case-by-case basis.

VII. <u>Disciplinary Action</u>
Any Orientation Leader may be subject to disciplinary action by New Student Orientation and Family Programs, Student Conduct and Ethical Development, or the University, can be removed from the Orientation Leader position.

Progressive action will generally follow the tiers below. However, depending on the seriousness, frequency, or impact of the behavior, supervisors may repeat a tier, combine steps, or move directly to a higher level of action. All actions should align with university and student-employment policies.

Tier	Action	When It May Be Used	Process
1	Verbal Warning	First-time or lower-level concerns that can be reasonably corrected.	Supervisor meets privately with the student, explains the concern and its impact, reviews expectations, and identifies specific corrective actions. The conversation is documented by the supervisor.
2	Written Warning	Repeated concerns, failure to improve after coaching, or a more significant incident	Student receives a written summary of the concern, previous guidance provided, required improvements, available support, and the timeline for demonstrating improvement. A follow-up meeting is scheduled.
3	Termination	Continued failure to meet expectations, failure to improve following a written warning, or serious misconduct	Supervisor consults with the appropriate university office, as required. The student is informed of the decision, effective date, and any remaining responsibilities or return-of-property requirements.

Please Note: This is not an exhaustive list. Throughout training and the job itself, requirements may be added or removed. 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 the finalization of the university calendar and/or orientation planning.