Seventh College Orientation Leader Job Description

Serving under the supervision of the New Student Programs Coordinator, the Orientation Leader (OL) position assists Seventh College Staff with the coordination and implementation of the College Orientation Program.

Orientation Leader Training
- Actively participate in all mandatory trainings (Spring and Fall).
- Learn how to clearly explain the Seventh College theme to new students and family members.
- Become acquainted with college and university staff, facilities, programs, services, and opportunities.
- Form good working relationships with all members of the orientation team.

Orientation Leader Job Responsibilities
- Group Leadership: lead small group discussions, direct campus tours, facilitate team-building and other group activities, effectively manage group dynamics and conflicts.
- Peer Advising: effectively communicate the academic curriculum and provide information about student development opportunities, programs, and services.
- Role Modeling: display sensitivity to different cultures and an awareness of multiculturalism, encourage commitment to academic success, and exemplify Seventh College spirit and pride.
- Administration/Logistics: assist the orientation staff with various duties including assembling orientation packets, helping with set up and break down for meetings and events, staffing check-in tables, running errands, etc.
- Professionalism: demonstrate professional and appropriate relationships with students, parents/families, peers, and staff.
- Communication: communicate directly and regularly with Orientation and New Student Programs Coordinator regarding any concerns or issues, including checking email regularly over the summer.
- Additional Responsibilities: as assigned, within student classification.

Physical requirements/special considerations of employment:
- Some lifting of heavy boxes and moving of tables and chairs.

Compensation
- Training: Asst II ($11.50/hour) - 5%: April - June 2020 (specific dates to be determined)
- Orientation Sessions: Asst III ($12.00/hour) - 100%: September 21 – September 30 2020 (specific dates to be determined)
- Housing is provided for Orientation Leaders who have an on-campus housing contract in the Fall.
- Some meals provided during intensive training and orientation sessions.
Work Schedule
- During Orientation Sessions: hours will be heavy, often starting at 6:30am and ending at 8:30pm. Breaks will be provided.
- During Spring Training: 5-8 hours or as needed. Breaks will be provided.

Mandatory Training (specific dates to be announced)
- Spring Training: 2.5 hours per week during Spring Quarter
- Spring Retreat: Two days in mid-April

Proposed Orientation Sessions (specific dates to be announced)
- Session 1 – September 2020
- Session 2 – September 2020
- Session 3 – September 2020
- Session 4 – September 2020

Qualifications
- Upon hire, must be able to provide proof of eligibility to work in the U.S. Original, unexpired documents required. No photocopies accepted. No exceptions.
- Must be a UC undergraduate student.
- Must pay UCSD student services fees each quarter working (SP’20 UCSD student services fees to work summer).
- Preference given to students with good conduct record and in good academic standing.
- Golf cart training will be required for those licensed to drive.

NOTE: If you have any relatives employed at UCSD, you must include the name, relationship and department where employed in your application. This information is used only for the purpose of complying with the University's nepotism policy.