Position Description

Orientation Leaders (OL) assist with the implementation of SF State’s New Student Orientation Program (NSO). OLs are students who are well-respected, academically balanced leaders on campus. OLs are chosen based on their current and potential academic, interpersonal and leadership qualities. The Orientation Leader team is selected in the spring and participates in the following summer orientation sessions.

Orientation is the process of engaging, informing, and assisting all new students and their guests (parents, family, friends, and other supporting figures) through the essential transition for a successful college experience. SFSU Orientation Leaders aid the facilitation of this process by providing new students, parents, and guests with an engaging introduction to campus and all its resources.

Required Qualifications:

- Due to the need for staff to be available during required Orientation sessions, taking Summer School classes will only be allowed if class time and coursework do not conflict with staff scheduling. Please seriously consider whether or not you will enroll in a summer class. Online classes may be permitted with permission from the Director of New Student Programs.
- Be enrolled as a Sophomore (30 or more SFSU/CSU units completed) or above for Fall 2018 with a cumulative and most-recent GPA of 2.5 or higher (verified through student records),
- Be in good standing with the University, must be able to represent the University in a professional manner
- Be able to serve as a role model who exemplifies strong academic decision-making and a balanced lifestyle
- Posses a positive attitude towards the University and its mission of diversity and inclusiveness
- Should be able to learn or possess the following skills:
  - Learn leadership and facilitation skills
  - Organize and set up events and demonstrate flexibility
  - Help new students adjust to life at SF State
  - Knowledge of the university resources program available for students
  - Share student experiences about attending SF State
  - Develop comfort with public speaking
  - Some event planning and/or team building experience
  - Must be reliable and able to take directions from peers
Desired Qualifications:

- Ability to demonstrate experiences as a leader and scholar
- Cumulative grade point average of 3.0 or higher
- Experience serving incoming and or prospective students

Duties:

Under the supervision of the Assistant Dean of Students and the First-Year Experience Manager, Orientation Leaders are expected to perform the following duties:

- Foster a positive transition to campus life for new students by creating an atmosphere in which students can get to know each other and feel comfortable
- Facilitate group activities and discussions throughout New Student Orientation
- Contribute to the organization and implementation of all aspects of New Student Orientation
- Greet, welcome, and check-in new students and guests when they arrive for New Student Orientation
- Represent the University and other campus departments and resources in a positive and unbiased manner regardless of personal affiliation with any campus organization or department
- Serve as a resource and referral point for campus resources relating to student and academic services
- Participate in all training sessions and New Student Orientation sessions
- Assist the Undergraduate Advising Center with student Fall Class Registration
- Be familiar with and comfortable communicating the Undergraduate General Education requirements
- Other duties as assigned

Additional Responsibilities:

To be an effective Orientation leader, a successful candidate should commit to the following:

- Attend all training session and orientation dates
- Be on time, prepared, ready to take an active role for the duration of the program.
- Be committed to attending and actively participating in the Orientation Leader Training (June 4-June 6, 2018)
- Consider attending an optional Orientation Leader team retreat (date and location TBD)
- Be available as needed to assist with the New Student Orientation program
- Serve as an Orientation Leader for all scheduled New Student Orientation sessions (June 7-July 20, 2018 & August 16, 2018)
- Assist with the setup, registration, execution and provide appropriate levels of customer service for program participants
- Provide a welcoming environment for SF State's new students and their guests
- Maintain a positive work attitude when interacting with all Orientation and SF State staff members.
- Function as a positive SF State representative.
- Remain flexible and open to change!
- React positively under pressure,
- Understand and respect the confidentiality of student records.
- Adhere to University policies and procedures.

Benefits:

- Make a lasting impact on all incoming students, parents, and guests
- Gain significant leadership experience
- Practice and improve your communication and interpersonal skills
- Excellent career experience for your resume for all professional endeavors after graduation
- An excellent opportunity for networking and professional development
- Create strong connections with SF State University staff, faculty, and administration
• Establish life-long friendships with fellow Orientation Leaders
• Get paid $14.00/hour for up to 40 hours per week (between June 4 and July 21, 2018).
• Spend the summer in San Francisco!
• Various meals provided throughout training and Orientation sessions.
• One of the most memorable and enjoyable experiences of your LIFE!
• Opportunities to participate in additional paid roles and responsibilities with the New Student Programs and the First-year Experience Office!

Application Instructions

1. Submit an application on Orgsync (click here) by the application due date: **Friday, March 2, 2018, at 11:59 PM**
2. Submit a cover letter and updated recent resume
3. After application review, successful candidates will be invited for an opportunity to interview

Questions?

• If you have any questions, please contact Chris Trudell, First-Year Experience Manager at trudell@sfsu.edu