



REVELLE COLLEGE - ORIENTATION LEADER – Academic Year 2019

NEW, RETURNING & PARENT AND FAMILY Orientation Leader

DESCRIPTION

Serving under the supervision of the Senior Academic Counselor/New Student Program Specialist, Orientation Leaders (OLs) work with and assist the Revelle College staff in welcoming and informing new students and parents for 2019 Revelle College Orientation program. An ideal candidate for the OL position will be a student who is interested in further developing their leadership skills and can work well both independently and in a team setting.

Responsibilities include:

- Program Coordination: Assist College staff to implement the orientation program; develop team-building and involvement opportunities for new students and parents; assist in the evaluation of the program, as well as participate in orientation skits concerning student life at UC San Diego
- Group Leadership: lead small group discussions with peers and incoming students and parents; direct campus tours; and demonstrate effective management of group dynamics and conflicts
- Role Modeling: display sensitivity to different cultures and an awareness of multiculturalism; encourage commitment to academic success; and exemplify Revelle College spirit and pride.
- Peer Advising: effectively communicate the Revelle College academic curriculum; and provide information on student development opportunities and other university services and programs
- Administrative and Logistical Tasks: assist the orientation staff with various duties including (but not limited to) orientation packet preparation incoming correspondence, making signs, helping with set up and tear down; working at check-in tables
- Demonstrate professional and appropriate relationships with students, parents/families, and other staff members during training and Orientation programs
- Facilitate small group discussions on campus and student life; diversity, equity and Inclusion; and college transitions
- Answer student and parent/family questions, particularly concerning students life, academic requirements, students services and activities - both formal and informal aspects of UC San Diego
- Set up meeting areas, run errands, staff check-in tables, establish a rapport with students
- Facilitate group activities during Orientation and Welcome Week
- Additional responsibilities as assigned

Additional Expectations:

- Communication: Regularly check UC San Diego email for updates from supervisors about the position, training, etc.

- Physical requirements/special considerations of employment: Some lifting of heavy boxes and moving of tables and chairs
- Attending all Mandatory meeting/session dates:

Must be available for Spring Training and able to work irregular hours during June and Spring Orientations

- Orientation Leader Spring Training - approx 20-30 hours during Spring Quarter on Wednesdays, 3:00 - 5:30 pm Weeks 1-10
- Retreat: Hold May 4-6, 2019 (exact date and time TBD)
- Additional Training/Preparation Dates:
 - June 18-19
 - June 21
 - June 24-25
 - September 11-12
 - September 15
- Orientation Sessions:
 - **Session 1:** Thursday/Friday, June 20 and 21
 - **Session 2:** Monday/Tuesday, June 24 and 25
 - **Session 3:** Friday/Saturday, June 28 and 29
 - **Transfer Sessions 1:** Friday September 13
 - **Session 4:** Thursday/Friday, September 19 and 20
 - **Session 5 (if needed):** Monday/Tuesday, September 16 and 17
 - **Transfer Sessions 2:** Monday September 23
- Must be available to assist with Welcome Week Events including Convocation and Unolympics (dates TBD)

Compensation

- Spring Training: STDT II –\$11.50/hour
- Orientation Sessions: STDT III - \$12.00/hour (approx. 40 hours/week during session week plus meals)
- Breakfast & lunch are provided during each orientation session day (some dinners may also be provided)

Qualifications

- Must be registered UC undergraduate student
- Must pay UC San Diego student services fees each quarter working (SP'19 UC San Diego student services fees to work summer).
- Must be able to communicate effectively, function as a team member and display an awareness of and sensitivity to cultural diversity
- Must have an overall commitment to Revelle College
- Must be available to work irregular hours beginning June 18th
- Must be authorized to work in the US and provide all supporting documents
- Must have thorough knowledge of Revelle College and the Revelle College community.
- Must have demonstrated leadership qualities as an Orientation Leader

- Must be flexible and have ability to adapt readily and appropriately to the changing demands of a program, project or assignment
- Must have ability to present information clearly and accurately

How to Apply: ****Submit separate Revelle College application using link below****

Visit <https://tinyurl.com/RCOL19> for the Orientation Leader applications. All applications must be completed online no later than Friday, January 18, 2019 at noon (12:00 pm).

Visit <https://revelle.ucsd.edu/events/orientation/index.html> for more information about the Orientation Program.

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