2016 Orientation Leader (BYA) (Non-Driving) Job Description
Office of Student Development, Student Housing
University of California, Davis

**Position Description:** Orientation Leaders are student staff members who work during the summer to provide orientation and advising services for all incoming students (both transfer and first-year) at UC Davis. Orientation Leaders receive extensive training in academic advising, presentation skills, and facilitating diverse groups of students.

The Orientation Leader position is a “Casual/Restricted,” full-time staff member appointment from June 1-August 13, 2016. If not graduating, the position will also work part-time during International and National Orientation from September 5-16, 2016. The responsibilities of the Orientation Leader center on providing academic advising for first-year and transfer students, working with their family members, and assisting with Fall Quarter course enrollment. Under the purview of the New Student Academic Services (NSAS) office, the direct co-supervision of the Orientation Program Coordinators and Senior Orientation Leaders, and the indirect supervision of the Office of Student Development (OSD) professional staff, Orientation Leader serves as a resource person to professional and student staff, incoming students and family members and campus academic personnel so as to meet the goals of the Orientation program.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Dates</th>
<th>Hours/Week</th>
<th>Compensation</th>
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<tbody>
<tr>
<td>Spring Quarter</td>
<td>March 28 - June 4</td>
<td>4-6</td>
<td>Unit credit</td>
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<tr>
<td>Summer</td>
<td>June 13 - August 13</td>
<td>40</td>
<td>$3,870.00 (paid in bi-weekly installments)</td>
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<tr>
<td>September (non-graduating OLs only)</td>
<td>September 5 - September 16</td>
<td>15-20</td>
<td>$10.75/hour</td>
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**Qualifications**

- **This position is a critical position and subject to background check. Employment is contingent upon successful completion of a background investigation including criminal history and identity check.** If you already have a successfully completed background check on file then you **may** not need to complete another.

- Must be a registered undergraduate student with a minimum of 6 units/quarter (preferred full-time student status) with a **required minimum cumulative UC GPA of 2.80** from the time of application and throughout the entire period of employment. Must meet minimum progress guidelines as set by the University.

- From the time of application, must be in good academic and discipline standing with the University, Student Housing and Student Judicial Affairs. Any future violations may result in withdrawal of offer and/or termination of employment.

- Must exhibit strong communication skills, facilitation and presentation skills, and role-modeling behaviors.

- Must have knowledge of the Online UC Davis General Catalog, Schedule Builder, and MyUCDavis.

- Must be able to fulfill the following time commitments:
  
  - **Spring Quarter – Program Preparation and OL Staff Training**
    Must be available to work approximately 4-6 hours/week, including:
    - Orientation Leader training courses EDU 198 on Mondays and Wednesdays, 8:00-9:50 am in Scrub Oak Auditorium.
    - All program preparation trainings including EDU 198 trainings on Saturday, **April 9th** (time TBD) and Saturday, **May 14th** (time TBD).
    - Independent study time to learn course materials.

  - **Summer – Transfer, First-Year, and Family Orientations**
    Must be available to work 40 hours/week from June 13 – August 13, including:
    - Transfer Orientation staff training and program preparation from June 13-15 (times TBD).
    - Transfer Orientation implementation from June 16-27 (hours typically 7:00 a.m. – 6:30 p.m. daily).
    - First-Year Orientation staff training and program preparation from June 28 – 30 (times TBD)
    - First-Year Orientation implementation from July 7 – August 12 (specific times may vary per session).
    - Special exceptions for time off may be granted if requested in advance with approval from supervisor.

  - **September – International & National Orientation (INO) (Non-Graduating Orientation Leaders only)**
    Must be available to work 15-20 hours/week from September 5-16, including:
- Orientation Leader training on September 9 (time TBD).
- INO implementation from September 10-16 (please note that some shifts will be scheduled on Saturday, September the 10th and Sunday the 11th).
- Special exceptions for time off may be granted if requested in advance with approval from supervisor.

- Position is expected to live in the halls during the First-Year Orientation program (July 6-August 13). Each staff member will be provided one bed space in the residence halls, which may include a roommate. Orientation Leaders are not required to stay overnight when there are no guests or program is not in session.

**Position Responsibilities**

The following outlines the responsibilities that the Orientation Leader is expected to perform as a staff member. While this job description is general enough to describe the responsibilities, the Orientation Leader may be expected to perform additional functions.

**A. General**

1. Appointment of Orientation Leader to cover the time period from **March 28 to September 16, 2016** (graduating seniors will tentatively end their employment on August 13, 2016). It is expected that other outside commitments will not interfere with meeting the expectations of this position. **Enrollment in summer session is prohibited due to its conflict with the program.** The expected time commitments are as follows (more details in Qualifications section above):
   - Spring Quarter: 4-6 hours per week on average;
   - June 13 – August 13: 40 hours per week;
   - September 5-16: 15-20 hours per week (non-graduating Orientation Leaders only)

2. Remuneration:
   - The position is part-time during Spring Quarter, during which time Orientation Leaders may receive unit credit for EDU 198 classes.
   - The position is full-time from June 15-August 14, 2015. Compensation will be $3,870.00 from June 13-August 13, 2016 to be paid in bi-weekly installments. **Compensation for the first and last bi-weekly payments may be prorated based on actual starting and ending date.**
   - The position becomes part-time from September 5-16, during which compensation paid **hourly, at $10.75/hour.**

3. During First-Year Orientation (July 5 – August 13), each staff member will be provided one bed space in the residence halls, which may include a roommate. Transitional housing (prior to First-Year Orientation) may be available upon request; there may be a fee charge for transitional housing as determined by Student Housing.

4. Continued employment throughout the program is contingent upon satisfactory job assessments by supervisor and can be reviewed at any time should circumstances warrant.

**B. Orientation Training**

1. Actively participate in EDU 198 during Spring Quarter (8:00-9:50 a.m. on Mondays and Wednesdays in Tercero Scrub Oak Auditorium), including training events on Saturday, April 9th (location and time TBD) and Saturday, May 14th (location and time TBD). Must complete all assignments, score no less than 90 percent on final exams and receive “Pass” grade. Satisfactory completion of training courses may result in four academic credits (depending on eligibility).

2. Class Attendance: All employees must attend and sign-in at all class sessions. **Students are expected to explain, prior to class, any absences or tardiness to the Orientation Program Coordinators. Absences will be reviewed on a case-by-case basis.** Any unexcused or excessive absence(s) may result in receiving a “No Pass” grade for the class and the discontinuation of a student staff position. Regardless of the nature of the absence, all material missed due to absence must be made up.

**C. Advising**

1. Under the direction of the NSAS office, the Orientation Leader will provide academic advising for undergraduate first-year and transfer students, via individual, group, online, and programmatic advising. Orientation Leaders are trained in and utilize the Online General Catalog, Schedule Builder, Online Student Services Portal, Credit Summary Look-up and ASSIST.org to provide comprehensive advising and keep record of advice given to each student. The Orientation Leader will communicate directly and often with members of the NSAS office and Senior Orientation Leaders.

2. Disseminates and communicates academic advising and other campus resources and information, policies and procedures accurately and efficiently to program participants and their families.

3. Serves as an academic role-model and mentor to incoming students. Staff members must have a motivation and desire to provide academic advising and support services to students and the campus at an exceptional performance level. We want staff to have a
clear plan of what they expect to contribute to the position and in what ways they hope to grow and develop from participation in the Orientation program.

4. Provides advising regarding course selection, understanding academic and graduation requirements, using online web-based registration, finding a major, and other academic concerns.

5. Staff members work in a diverse environment and interact with those who are diverse in gender, religion, race, socio-economic background, sexual orientation, career/education goals and age. Therefore, it is necessary that all Orientation Leaders role model appreciation of differences while fostering an inclusive environment and actively supports and demonstrates the values of the UC Davis Principles of Community.

6. Assists in updating, revising, and creating Orientation and academic advising related materials, working collaboratively and effectively with the NSAS staff, the four College Deans’ Offices, and academic/major departments.

7. Provides frontline academic advising via telephone, drop-in advising, internet applications (Spark, Google Chat, Facebook, Twitter, SmartSite, etc.).

D. Conduct

1. All Orientation Staff should be on time to every shift and call in advance if an emergency arises. Continual unexcused absences and/or tardiness may lead to discontinuation of continued employment.

2. All OSD members, including Orientation Leaders, have a “Duty to Report” all crimes and/or violations of policy, as well as incidents related to injury, medical emergency, and mechanical/equipment malfunctions (ex: elevators) that occur in and around all Student Housing managed/operated space. Staff should confront participants who impose upon community standards and/or violate Student Housing and/or University policies, referring students to the Office of Student Development in Student Housing as necessary.

3. Although it is important to create a welcoming and inclusive atmosphere for all participants, it is also imperative that Orientation Staff recognize and respect the boundaries of a working relationship with participants; specifically, staff should never socialize outside the program with participants. Also, personal relationships between staff should not interfere with the working environment or be visible while on shift.

4. All staff members are not allowed to possess or consume alcohol or drugs in the residence halls at any time; staff members who are not of legal drinking age are expected to not possess or consume alcohol or drugs off-campus as well. Additionally, drugs and alcohol should not interfere with an Orientation Leader’s job performance, nor should staff members engage in alcohol or drug related behaviors while being identified with the Orientation program (i.e. wearing Orientation attire, coming back to the halls having consumed alcohol). Violation of this policy and these expectations will be grounds for dismissal of employment.

5. Staff members serve as role models for program participants and shall not drink alcohol with program participants within or outside of the residence halls, even if participants are 21. Staff members need to establish and maintain credibility within the residence halls, as well as off-campus, and behave in accordance with Student Housing values and expectations, including role-modeling. It is the expectation that all staff knows, enforces and follows University and Student Housing policies and state law.

6. If a situation with alcohol and/or drugs occurs with program participants, Orientation Leaders should follow protocol by assessing the situation for safety; contacting appropriate officials (if necessary), such as police, fire, etc.; notifying the Summer Resident Advisor On-Call, Senior Orientation Leaders, Orientation Program Coordinators and/or authorities; and reporting the incident using the conduct process explained during Program Prep. Orientation staff should be sure to explain to participants that they will be reported to the Office of Student Development in Student Housing if they are in the presence of alcohol/drugs. Students using alcohol and/or drugs during the program will be removed and will not register for classes at Orientation. If staff members violate this policy, these expectations could be grounds for dismissal of employment. They may face additional sanctions with the campus as well.

E. Dress Code

1. The Orientation Staff complete their job duties in a very public domain and are viewed as representatives of the University. All Orientation Leaders must comply with this dress code at all points in time while on duty. Staff should not wear Orientation attire to any location where inappropriate behavior may be associated with the Orientation Program, Student Affairs, Student Housing or UC Davis. Orientation Leaders are a reflection of all programs.

   a. Student Program Dress Code: Orientation Leaders must wear assigned Orientation attire based on the program schedule. Specific instructions will be provided to you. You will be provided with 2 polo shirts and 1 t-shirt by Student Housing. All
polos must be returned at the end of the summer; you will keep the t-shirt. Clothing cannot be altered in any way. **Your Student Housing name badge must be worn at all times.**

b. **Family Host Dress Code:** Wear program-issued polo at all times with khaki, navy, or black colored bottom attire. Acceptable clothing for all genders includes: non-cargo shorts or pants, capris and skirts. All bottom attire must come down an appropriate length (generally as long as the bottom of your fingertips when your arms are held straight down). Additionally, Family Hosts may not wear flip-flops. If you have any question as to the appropriateness of your clothing, please see an Orientation Program Coordinator before the program. **Your Student Housing name badge must be worn at all times.**

c. Additionally, no articles of clothing or accessories (including but not limited to hats, sweatshirts, and bags) advertising any clubs or organizations may be worn at any time.

2. In addition to assigned Orientation attire, all other dress must be appropriate. All undergarments should be covered and the following guidelines apply for all genders. No muscle shirts; no mid-drift tops; no items with inappropriate logos, images or comments; no tank tops; no short shorts or skirts; no strapless or revealing tops; and sweats or other athletic wear (yoga pants, running tights, etc.), should not be worn during any working shift. Only UC Davis or Student Housing hats or caps can be worn. Hats/caps must always be facing forward. If requested in advance, the Orientation Program Coordinators can provide a Student Housing cap for the summer.

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**F. Administrative**

1. When an Orientation Leader is working, personal electronic devices are not permitted and cell phone use is restricted to work-related calls.

2. All Orientation Staff are accountable to following, abiding by and enforcing policies and practices related to confidentiality including FERPA regulations and online student records (VisualZen, BANNER, OASIS, Credit Summary, Schedule Builder, etc.). Violations of maintaining confidentiality may lead to immediate termination of employment.

3. Participates in all Orientation staff meetings during the summer program, as well as mid-point and end of the program evaluations with supervisors.

4. Assists in implementation of the daily business operations and services of Orientation (e.g. assisting with check-in/check-out operations, answering telephones, taking messages, answering questions, handling schedule changes, running errands, and providing general assistance to program participants).

5. Collaborates and communicates on a daily and consistent basis with other Orientation Leaders and Senior Orientation Leaders, regarding program implementation, administrative and other assigned duties and responsibilities.

6. Performs set-up, take-down, and clean-up tasks as necessary, (i.e., moving chairs, tables, making/posting signs/displays, etc.)

7. Establishes working relationships with NSAS staff, Orientation Program Coordinators, Senior Orientation Leaders, and other Student Housing staff.

8. Actively participates with supervisor in the development of a personal and professional development plan that will facilitate ongoing growth within the Orientation Leader position. Under supervisory guidance from the NSAS office, determine special assignments as they may support your personal development plan.

9. Offers feedback and input to OSD staff regarding participant services and issues.

10. Represents the Orientation program and Student Housing at various campus events (resource fairs, meetings, webinars, etc.).

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**G. Technology**

1. During the academic year, Orientation Leaders must check UC Davis email account **weekly** and respond to any emails from Student Housing professional staff. During the summer, Orientation Leaders must check UC Davis email account **daily** and respond to any emails from Orientation Program Coordinators or Senior Orientation Leaders. During the summer, important updates about advising will be communicated via e-mail.

2. Any communication with professional staff and program participants **must** come from your UC Davis email account. Staff should remember that any emails sent to professional staff may be forwarded to other campus partners as needed. Thus, email communication needs to be professional and appropriate at all times.
3. Each Orientation Leader will be issued a laptop for the duration of the program. **This laptop is to be used for work only:** researching campus resources and programs; course registration on SISWEB or the Online Student Services Portal; reviewing student records in Credit Summary Look-up; articulating transfer credit on ASSIST.org; reviewing degree/university requirements using Online General Catalog; reviewing course availability using the Class Search Tool; using Microsoft Office programs for student reports and documentation; and email communication to Orientation staff or participants. Absolutely **no** personal emails, downloads or applications can be used on the laptops. Student Housing laptops should only be kept on the person or in a secure locked space, hidden from view, at all times. Orientation staff will identify appropriate places to store laptops.

4. The Orientation Staff complete their job duties in a very public domain and are viewed as representatives of the University. Any public websites, blogs and/or social network profiles (Facebook, Twitter, Instagram, Tumblr, etc.) must be appropriate for view and in keeping with expected campus conduct. Additionally, students should not be accessing or posting updates on personal social networking sites (Facebook, Twitter, Instagram, Tumblr, etc.) during shifts.

5. In accordance with California law, Student Housing prohibits Orientation Leaders from requiring or requesting access to a program participant’s social media pages (Facebook, Twitter, Linked In, etc.).

**H. Communication**

1. Orientation Leaders must communicate all counseling and crisis situations to the Orientation Program Coordinator and/or OSD professional staff.

2. Orientation Leaders should be mindful when communicating information about campus programs, student organizations and academic departments. Orientation Leaders should seek information from knowledgeable sources, and relay accurate information that is based on facts rather than personal opinion.

3. Staff members work in a diverse environment and interact with those who are diverse in gender, religion, race, socio-economic background, sexual orientation, career/education goals, and age. Therefore, it is necessary that all Orientation Program Assistants role model appreciation of differences while fostering an inclusive environment and actively supports and demonstrates the values of the UC Davis Principles of Community.

4. Maintain a positive attitude with professional staff, other student staff, and participants of the Orientation program.

5. If an Orientation Leader has a conflict with a participant and/or family member, it is the responsibility of the Orientation Leader to notify the Orientation Program Coordinators and/or Senior Orientation Leaders immediately.

6. If a conflict arises between Orientation Staff members, including supervisors, then the following preferred communication style should be followed:
   a) Staff member should immediately address their concerns with the other staff member directly, privately and in a respectful manner in attempt to resolve the problem at the lowest possible level.
   b) After doing so, staff member will seek assistance from supervisor (or supervisor’s supervisor), as needed.
   c) Some situations may be appropriate to refer directly to your supervisors. We trust your judgment in handling these situations in the most appropriate manner.

7. For Orientation staff, overnight guests are allowed a maximum of four nights (cumulative) for the live-in duration of First-Year Orientation (July 5-August 15). If you have a roommate, you must also have permission from your roommate in advance. Orientation staff work very long days during First-Year Orientation and having overnight guests should not be a distraction to completing job responsibilities for the position (i.e., waking up early for shifts, being on-time for sessions, being alert and awake, etc.). All guests (and their behavior in the residence halls) are the responsibility of the sponsoring staff member. Overnight guests should be the occasional exception, not the norm. Orientation reserves the right to adjust or change the guest policy as needed.

**I. Additional Responsibilities**

1. UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space. Additional information and specifics regarding the policy are available at [http://breathefree.ucdavis.edu/index.html](http://breathefree.ucdavis.edu/index.html).

2. The position requires the ability to lift up to 40 pounds, bend, stoop, climb stairs, and apply proper body mechanics when working.

3. Must be able to work indoors and outdoors with extreme temperature variations and in all weather conditions.
4. Orientation Leaders must be physically able to attend programs in the residence halls and throughout campus, walk the interior and the exterior of the buildings and walk up and down several flights of stairs.

5. Interpret various presentations for participants who do not speak English (as necessary).

6. Assumes other responsibilities as assigned by the NSAS or Student Housing professional staff members.

This position is a critical position and subject to background check. Employment is contingent upon successful completion of a background investigation including criminal history and identity check. If you already have a successfully completed background check on file then you may not need to complete another.

Name (signature) ___________________________ Date __________

Name (please print) ___________________________

Version 1.1 (November 13, 2015)